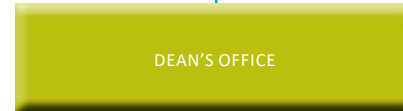
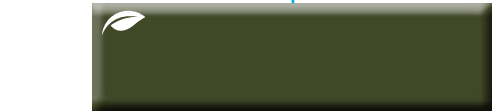




THE UNIVERSITY OF BRITISH COLUMBIA  
Faculty of Land and Food Systems



Last updated: July 30/21



# FOOD, NUTRITION & HEALTH

## HEAD / DIRECTOR / MANAGERS

| NAME AND TITLE                        | CONTACT INFO  | MAIN RESPONSIBILITIES  |
|---------------------------------------|---|--|
| David Kitts<br>FNH Program Director   | david.kitts@ubc.ca<br>604-822-5560<br>FNH 243                                 | <ul style="list-style-type: none"> <li>Oversees the general academic planning and vision of the Program including the well-being of undergraduate and graduate students and their courses of study;</li> <li>Works with Associate Dean Academic, Graduate and Postdoctoral Studies, and Research and the graduate and undergraduate advisors to develop the various graduate and undergraduate programs connected with Food, Nutrition, &amp; Health</li> <li>Works with the Dean to support the mentoring of junior faculty members</li> <li>Works with FNH faculty members on curriculum development for graduate and undergraduate programs offered by the Program and brings proposals to the Associate Dean Academic for further development and ratification</li> <li>Provides an oversight of FNH operation, and safety and security</li> </ul> |
| Lisa Palmer<br>WRC/FNH Admin Manager  | lisa.palmer@ubc.ca<br>604-822-0005<br>FNH 230                                 | <ul style="list-style-type: none"> <li>Responsible for the day-to-day administrative management of the FNH Program and WRC</li> <li>Oversees the FNH financial resources and manages the WRC grant accounts and expenses</li> <li>Develops, proposes and implements organizational initiatives and corrective measures</li> <li>Manages the Wine Library collection</li> </ul>   |
| Patrick Leung<br>FNH Building Manager | patrick.leung@ubc.ca<br>Office: 604-822-2793<br>Cell: 604-761-8193<br>FNH 230 | <ul style="list-style-type: none"> <li>Responsible for the overall day-to-day building operations of the Food, Nutrition and Health Building, including renovations, moves, space allocation, capital projects, safety and security.</li> <li>IT support including computers, audiovisual, phones, copier, and network.</li> <li>Point person in communicating events and projects for FNH Building.</li> <li>Keys and card access for FNH Building. Alarms for all LFS buildings.</li> </ul>  |

## STAFF

|  |   |  |
|--|---|--|
| Clera Lobo<br>Front Counter                  | clera.lobo@ubc.ca<br>604-822-2502<br>FNH 230      | <ul style="list-style-type: none"> <li>building reception (first contact, mail, shipping/receiving)</li> <li>Faculty &amp; grad student support (Grad Seminar, Dietetics, Vij's Kitchen, etc.)</li> <li>FNH listserv maintenance</li> <li>supplies / recycling / locker rentals</li> <li>invoice reconciling</li> </ul>  |
| Peter Hoffman<br>FNH Research Lab Technician | peter.hoffman@ubc.ca<br>604-822-4601<br>FNH 110B  | <ul style="list-style-type: none"> <li>Oversee the operation of general FNH departmental equipment and supporting utilities in the FNH research laboratories and provide assistance to the operation of individual lab group's research equipment (installation, instruction, maintenance and scheduling).</li> <li>Oversee the use of FNH departmental chromatographic and spectrophotometric analytical instrumentation (HPLC, HS-GC-FID, GC-MS, FTIR, UV/VIS,TECAN-UV-Vis-Fluorescence, FPLC analytical instruments) and provide support (direction, assistance and advice) to FNH faculty and lab researchers on the methods of sample preparation for analysis.</li> <li>Provide safety orientation to any new personnel working in the FNH labs and act as a point of contact to UBC RMS and external parties for questions/issues concerning the labs.</li> <li>Oversee departmental chemical and lab ware storage rooms and provide advice and direction to FNH lab research groups for the storage and disposal of controlled substances/hazardous chemicals</li> </ul> |
| Shinko Terencio<br>Program Assistant         | shinko.terencio@ubc.ca<br>604-822-6120<br>FNH 230 | <ul style="list-style-type: none"> <li>Prepares payment forms; reconciles expenses, monitors PG balances, and produces/reviews financial reports.</li> <li>Prepares student appointment forms; assists with research associate, postdoctoral fellows, staff, and visitors.</li> <li>Assists with the MFS program enrolment process and budgeting</li> <li>Coordinates with OUC and organizations to set up legal affiliation agreements for Dietetics student placement.</li> <li>Coordinates with ORS/UILO to open new PGs, extend PGs, and closes expired PGs.</li> </ul>  |



## APPLIED BIOLOGY

### HEAD / DIRECTOR / MANAGER

| NAME AND TITLE                                 | CONTACT INFO                                  | MAIN RESPONSIBILITIES  |
|--|---|--|
| Maja Krzic<br>Applied Biology Program Director | maja.krzic@ubc.ca<br>604-822-0252<br>MCML 227 | <ul style="list-style-type: none"><li>• Oversees the general academic planning and vision for the Program including the well-being of undergraduate and graduate students and their courses of study</li><li>• Brings faculty and staff from Applied Biology together for regular meetings</li><li>• Conducts 5.02 interviews annually with faculty members</li><li>• Attends and provides updates at monthly Academic Administration meetings</li><li>• Works with Associate Dean Academic on curriculum development and teaching assignments</li></ul> |

### STAFF

|  |                  |   |
|--|------------------|---|
| Dan Naidu<br>Applied Biology Program Coordinator | dan.naidu@ubc.ca | <ul style="list-style-type: none"><li>• Student academic advising</li><li>• Student recruitment and retention</li><li>• APBI program administration</li></ul> |
|--|------------------|---|



## GLOBAL RESOURCE SYSTEMS

### HEAD / DIRECTOR / MANAGER

| NAME AND TITLE  | CONTACT INFO                                | MAIN RESPONSIBILITIES   |
|---|---|---|
| Les Lavkulich<br>Global Resource Systems, Program<br>Director | lml@mail.ubc.ca<br>604-822-3477<br>MCML 127 | <ul style="list-style-type: none"><li>• Conducts ongoing curriculum review of GRS requirements and opportunities</li><li>• Counsels GRS students once they have been admitted (120 students); approve their academic plan (courses, exchange); recommend transfer credit from exchange</li><li>• Co-facilitates the GRS core course, "Global Issues in Cultural Context" (GRS 290/390/490). (Teaching load of 2 credits, 1.0 credits each Term)</li><li>• Liaises with the Manager, Global Partnerships to identify and define international learning opportunities (exchange, internship)</li><li>• Works with the Manager, Global Partnerships to promote the GRS program via web site, brochures, travel, etc.</li></ul> |

### STAFF

|  |  |   |
|--|--|---|
| Roxana Quinde<br>Coordinator Global Partnerships | roxana.quinde@ubc.ca<br>604-822-0181<br>MCML 344 | <ul style="list-style-type: none"><li>• academic advising and support for both incoming and outgoing Go Global exchange students across all programs and year levels</li><li>• coordinates LFS Summer Programs</li><li>• advises for the GRS program, all students, all year levels</li></ul> |
|--|--|---|



## ASSOCIATE DEAN, ACADEMIC - PORTFOLIO

### HEAD / DIRECTOR / MANAGER

| NAME AND TITLE                          | CONTACT INFO                                  | MAIN RESPONSIBILITIES   |
|---|---|---|
| Zhaoming Xu<br>Associate Dean, Academic | zhaoming.xu@ubc.ca<br>604-822-6253<br>FNH 219 | <ul style="list-style-type: none"> <li>Oversees the undergraduate academic programs</li> <li>Actively supports and promotes teaching and learning excellence</li> <li>Represents the Faculty across campus on undergraduate education issues</li> <li>Curriculum coordination</li> <li>Promotes and improves active student-centered learning models</li> </ul> |

### STAFF

|  |   |   |
|--|---|---|
| Virginia Frankian<br>Academic Coordinator                              | virginia.frankian@ubc.ca<br>604-822-0434<br>FNH 230 | <ul style="list-style-type: none"> <li>Coordinates workflow of academic processes (e.g. call for curriculum items, course scheduling changes)</li> <li>Facilitates academic calendar proofreading and editing processes and updates the academic calendar databases with approved curriculum, academic regulations, policies and other approved material</li> <li>Receives and reviews curriculum proposals for completeness; facilitates and tracks curriculum approval process</li> <li>Provides meeting support for academic committees and the Student Academic Appeals process</li> <li>Coordinates the recruitment and appointment of the Faculty's Teaching Assistant positions</li> </ul> |
| Stephanie Lim (on leave)<br>Community Relations Coordinator            | stephanie.lim@ubc.ca<br>604-822-8492<br>FNH 219     | <ul style="list-style-type: none"> <li>Establishes and coordinates relationships with community organizations, businesses and public schools where LFS students can do CBEL projects and placements</li> <li>Provides expertise and consultative support to students, course instructors and community representatives to ensure that CBEL partnerships function effectively</li> <li>Coordinates the integration of CBEL into academic courses (e.g., works with faculty members to integrate structured reflection into course curricula; educates instructors and community organizations about risk management)</li> </ul>  |
| Zsuzsanna Fodor (leave replacement)<br>Community Relations Coordinator | zsuzsi.fodor@ubc.ca<br>604-822-8492<br>FNH 219      | <ul style="list-style-type: none"> <li>Establishes and coordinates relationships with community organizations, businesses and public schools where LFS students can do CBEL projects and placements</li> <li>Provides expertise and consultative support to students, course instructors and community representatives to ensure that CBEL partnerships function effectively</li> <li>Coordinates the integration of CBEL into academic courses (e.g., works with faculty members to integrate structured reflection into course curricula; educates instructors and community organizations about risk management)</li> </ul>  |



## STUDENT SERVICES (UNDERGRADUATE STUDENTS)

| NAME AND TITLE   | CONTACT INFO   | MAIN RESPONSIBILITIES  |
|------------------|--|--|
| GENERAL INBOX    | students@landfood.ubc.ca OR<br>international@landfood.ubc.ca<br>604-822-2620 | <p>General Student inquiries</p> <p>LFS Undergrad Blog and Newsletttuce Submissions</p> <p>For faculty/staff, send emails here related to: Course and Student Record Management</p> <ul style="list-style-type: none"> <li>• Submit change of grade requests (via email or signed PDFs from the FSC)</li> <li>• All registration inquiries including, but not limited to,               <ul style="list-style-type: none"> <li>• Adding students to/moving students off a waitlist</li> <li>• Forward email inquiries you receive from students</li> </ul> </li> </ul>   |
| SCHEDULING INBOX | lfs.scheduling@ubc.ca  | <p>Course and Exam Administration</p> <ul style="list-style-type: none"> <li>• Exam scheduling (requests and confirmations) for formal exam periods</li> <li>• Booking MCML Restricted Rooms (MCML 258 or MCML 342) for events/activities outside scheduled classes               <ul style="list-style-type: none"> <li>• (Ad Hoc Room Bookings for restricted rooms in FNH go through Patrick Leung)</li> </ul> </li> <li>• All scheduling and timetabling details for Summer and Winter courses (Grad and Undergrad)               <ul style="list-style-type: none"> <li>• Rooms, days, times, instructor name, seat restrictions, etc.</li> </ul> </li> </ul> |

### HEAD / DIRECTOR / MANAGER

| NAME AND TITLE  | CONTACT INFO   | MAIN RESPONSIBILITIES  |
|---|--|--|
| Christine Klaray<br>Director<br>Student Academic Services | students@landfood.ubc.ca OR<br>christine.klaray@ubc.ca<br>604-822-9702<br>MCML 344 | <ul style="list-style-type: none"> <li>• Provides leadership and strategic direction for Student Services unit</li> <li>• Advises the Associate Dean, Academic, Program Directors, program advisors/coordinators and instructors on policies and practices appropriate for their shared responsibilities of recruiting, registering and advising students</li> <li>• Faculty Timetabling Rep (Trep) and Scholarship Chair</li> </ul> |

### STAFF

|   |   |  |
|---|---|--|
| Ella Wong<br>Academic Advisor, International Students | students@landfood.ubc.ca OR<br>international@landfood.ubc.ca OR<br>ella.wong@ubc.ca<br>604-822-9853<br>MCML 344 | <ul style="list-style-type: none"> <li>• Academic advising and support for students across all programs and year levels</li> <li>• The development, delivery and evaluation of academic advising services and programs to support international student academic success, personal wellbeing, career preparation and retention</li> <li>• Contributes directly to the development of policy and priorities of the unit as well as researches, develops and implements marketing and recruitment strategies to promote the Faculty</li> </ul>                             |
| Bre Jakobsen (on leave)<br>Academic Advisor           | students@landfood.ubc.ca OR<br>bre.jakobsen@ubc.ca<br>604-827-2622<br>MCML 344                                  | <ul style="list-style-type: none"> <li>• Academic advising and support for students across all programs and year levels</li> <li>• The development, delivery and evaluation of academic advising services and programs to support student academic success, personal wellbeing, career preparation and retention</li> <li>• Contributes directly to the development of policy and priorities of the unit as well as researches, develops and implements marketing and recruitment strategies to promote the Faculty</li> </ul>   |
| Bonita Perko<br>Academic Advisor                      | students@landfood.ubc.ca OR<br>Bonita.Perko@ubc.ca<br>604-822-3204<br>MCML 344                                  | <ul style="list-style-type: none"> <li>• Academic advising and support for students across all programs and year levels</li> <li>• The development, delivery and evaluation of academic advising services and programs to support student academic success, personal wellbeing, career preparation and retention</li> <li>• Contributes directly to the development of policy and priorities of the unit as well as researches, develops and implements marketing and recruitment strategies to promote the Faculty</li> <li>• Faculty Timetabling Rep (TRep)</li> </ul> |



## STUDENT SERVICES (UNDERGRADUATE STUDENTS)

### STAFF (CONT)

| NAME AND TITLE   | CONTACT INFO  | MAIN RESPONSIBILITIES   |
|--|---|---|
| Joel Liman<br>Academic Advisor - Indigenous Students             | students@landfood.ubc.ca OR<br>joel.liman@ubc.ca<br>604-827-1570<br>MCML 344 (or Science Info Centre,<br>Chemistry/Physics Building, Office A 150)<br>Mondays, Wed afternoons only. | <ul style="list-style-type: none"> <li>Academic advising and support for students across all programs and year levels</li> <li>Developing, delivering, and assessing academic advising services, programs and projects for the Faculties of Science (FoS) and Land &amp; Food Systems (LFS) in order to strengthen the recruitment, academic success, personal development and retention of undergraduate Aboriginal students in the two faculties</li> <li>Manages Cedar Summer Camp, a science engagement program for Aboriginal children</li> </ul>  |
| Roxana Quinde<br>Coordinator Global Partnerships                 | students@landfood.ubc.ca OR<br>roxana.quinde@ubc.ca<br>604-822-0181<br>MCML 344   | <ul style="list-style-type: none"> <li>Academic advising and support for both incoming and outgoing Go Global exchange students across all programs and year levels</li> <li>Coordinates LFS Summer Programs</li> <li>Advises for the GRS program, all students, all year levels</li> </ul>   |
| Thilini Leitan<br>Student Engagement Officer                     | thilini.leitan@ubc.ca<br>604-822-2989<br>MCML 344   | <ul style="list-style-type: none"> <li>Developing, delivering, and evaluating programs and services to support undergraduate student learning and personal and professional development</li> <li>Advise student groups and organizations and support student leadership broadly, including student-initiated projects</li> <li>Facilitate curricular and co-curricular learning experiences, and advise instructors and programs within the Faculty who are seeking to incorporate peer-supported learning and professional development into curricula and programs</li> <li>Oversees the development and management of the Faculty's Imagine/Orientation programming, LFS ACE Team, LFS US, and LFS Mentorship Program</li> <li>Contributing member of community of practice groups out of Centre for Student Involvement and Careers (CSI&amp;C)</li> </ul> |
| Rob Kim<br>Career Strategist                                     | rob.kim@ubc.ca<br>604-822-2923<br>MCML 344  | <ul style="list-style-type: none"> <li>Work strategically with campus partners to leverage disciplinary learning, high impact experiences and to broaden the approach to career development</li> <li>Support student learning and promote student engagement in career building experiences within LFS/UBC and beyond</li> <li>Expand students' opportunities to engage with employers, alumni and community</li> <li>Enhance customized career education through discipline and population specific expertise and faculty-specific career initiatives</li> </ul>   |
| Cassandra Torres<br>LFS Undergraduate Student Support Specialist | students@landfood.ubc.ca OR<br>cassandra.torres@ubc.ca<br>604-822-2620<br>MCML 344 front desk   | <ul style="list-style-type: none"> <li>Front-line administrative and advising support for LFS Student Services</li> <li>Special projects with Christine Klaray, Director</li> <li>First-point of contact in MCML 344</li> <li>Manages digital assets, such as web forms, social media, digital signage, Newsletttuce, etc.</li> </ul>   |



# LEARNING CENTRE

## HEAD / DIRECTOR / MANAGER

| NAME AND TITLE  | CONTACT INFO                                      | MAIN RESPONSIBILITIES  |
|---|---|--|
| Cyprien Lomas (on leave)<br>Assistant Dean, Learning Centre | cyprien.lomas@ubc.ca<br>604-822-0935<br>MCML 264B | <ul style="list-style-type: none"> <li>• Strategic planning for adoption of appropriate learning and communication technologies</li> <li>• Nurturing a culture of change for new practices</li> <li>• Building capacity (staff, equipment) for efficient delivery of services, technologies while reviewing and evaluating services needed</li> <li>• Guiding and rewarding instructors for excellence in teaching and learning.</li> <li>• Liaise with colleagues in central, faculty units and other institutions to ensure IT and elearning best practices</li> </ul> |

## STAFF

|   |  |   |
|---|--|---|
| Edmund Seow<br>Computer Systems Manager                 | edmund.seow@ubc.ca<br>604-822-1254<br>MCML 264               | <ul style="list-style-type: none"> <li>• Server, IT security and Application management</li> <li>• IT solution planning and implementation</li> <li>• Liaising with other IT units on campus</li> </ul>                         |
| Duncan McHugh<br>Digital & Instructional Media Producer | duncan.mchugh@ubc.ca<br>604-822-1628<br>MCML 264             | <ul style="list-style-type: none"> <li>• Digital media production and consulting</li> <li>• Learning technology training and support</li> <li>• Information sessions to aid faculty teaching</li> </ul>                         |
| Wayne Tamagi<br>Systems Analyst                         | wayne.tamagi@ubc.ca<br>604-822-5694<br>MCML 264              | <ul style="list-style-type: none"> <li>• Maintaining desktop computers and printers</li> <li>• Audiovisual and video Conferencing</li> <li>• Computer labs</li> <li>• Accounts and Access</li> <li>• Data Management</li> </ul> |
| Gabriel Smith<br>Support Analyst                        | g.smith@ubc.ca<br>604-827-2229<br>MCML 264                   | <ul style="list-style-type: none"> <li>• Learning support and design</li> <li>• Course Design</li> <li>• Canvas support</li> <li>• Qualtrics and survey design</li> </ul>   |
| Judy Chan<br>CTLT / LFS Liason                          | judy.chan@ubc.ca<br>604-822-2806<br>604-822-5811<br>MCML 264 | <ul style="list-style-type: none"> <li>• Teaching and Learning Enhancement Fund liason</li> <li>• Course (Re)-Design</li> <li>• Instructional Support</li> </ul>  |
| Brandon Oh<br>Programmer Analyst II                     | brandon.oh@ubc.ca<br>604-822-2492<br>MCML 264                | <ul style="list-style-type: none"> <li>• Programming and web based projects</li> <li>• Data Analysis and data visualization</li> <li>• Qualtrics data design</li> </ul>   |





# ASSOCIATE DEAN, GRADUATE & POSTDOCTORAL STUDIES - PORTFOLIO

## HEAD / DIRECTOR / MANAGER

| NAME AND TITLE  | CONTACT INFO                                    | MAIN RESPONSIBILITIES  |
|---|---|--|
| Sean Smukler<br>Associate Dean, Graduate and Postdoctoral Studies | sean.smukler@ubc.ca<br>604-822-2795<br>MCML 123 | <ul style="list-style-type: none"> <li>• Represents the Faculty on graduate student issues, including liaising with the Faculty of Graduate and Postdoctoral Studies</li> <li>• Manages graduate curriculum coordination in association with Graduate Advisors and the Associate Dean, Academic</li> <li>• Supervises the Manager of Graduate Studies and related staff in graduate admissions, graduate student advising, and enrolment management</li> <li>• Chairs the Graduate Programs Advisory Committee</li> <li>• Member of the Graduate Council and LFS Core Team</li> <li>• Liaises with the Graduate Teaching Assistant Teaching Award Interfaculty Committee</li> <li>• Works with the Faculty Development Officers and others to develop endowments supporting graduate scholarships and travel awards</li> </ul> |

## STAFF

|  |   |   |
|--|---|---|
| Shelley Small<br>Administrative Manager, Graduate and Postdoctoral Studies | shelley.small@ubc.ca OR<br>lfs.gradmgr@ubc.ca<br>604-822-4593<br>MCML 293 | <ul style="list-style-type: none"> <li>• Advises the Associate Dean, Graduate &amp; Postdoctoral Studies, faculty, staff and students on policies and procedures related to graduate students and postdoctoral fellows</li> <li>• Problem-solves and provides advise on complex issues and situations</li> <li>• Identifies ways to increase efficiency and streamline processes</li> <li>• Manages all internal awards, including graduate student travel funding, endowed awards, and annual GSI and 4YF allocations</li> </ul> |
| Lia Dragan<br>Graduate Admission and Administrative Coordinator            | lia.maria@ubc.ca OR<br>lfs.gradapp@ubc.ca<br>604-822-8373<br>MCML 291     | <ul style="list-style-type: none"> <li>• Advises prospective applicants, graduate students and faculty, including communication and interpretation of UBC policies and procedures relevant to graduate studies</li> <li>• Manages all phases of the applications and admissions for Professional Master's and Thesis-Based Master's and Doctoral graduate programs</li> <li>• Manages all external awards, scholarships and annual tri-council/ Affiliated Fellowship competitions</li> </ul>                                     |
| Iris Li<br>Graduate & Postdoctoral Studies Program Assistant               | iris.li@ubc.ca  | <ul style="list-style-type: none"> <li>• Provides information regarding admissions, registration, awards, and personal/wellbeing issues to prospective applicants, current students, faculty and staff</li> <li>• Assists with applications and organizes award applications, preparing score sheets, and award nominations</li> <li>• Tracks funding for all LFS research-based students to ensure minimum funding compliance</li> </ul>   |



# FINANCE

## HEAD / DIRECTOR / MANAGER

| NAME AND TITLE                          | CONTACT INFO                                | MAIN RESPONSIBILITIES   |
|---|---|---|
| Ava Yang<br>Associate Director, Finance | 604-822-8316<br>ava.yang@ubc.ca<br>MCML 253 | <ul style="list-style-type: none"> <li>• Develop and maintain faculty 5 year plan.</li> <li>• Monitor and update faculty operating budgets, prepare quarterly forecast report.</li> <li>• Draft and develop faculty finance policy and guidelines.</li> <li>• Work with Unit Head/Program Director for budget allocations.</li> <li>• Manage and monitor financial processing.</li> </ul> |

## STAFF

|  |   |  |
|--|---|--|
| Deborah Wang<br>Senior Financial Clerk | 604-822-3891<br>deborah.wang@ubc.ca<br>MCML 254 | <ul style="list-style-type: none"> <li>• Review and verify completed requisitions, JVs in FMS Live.</li> <li>• Review faculty PCard statements on a monthly basis.</li> <li>• Monitor research grants spending and work with PIs resolve issues like research deficits/expense transfers/financial reporting etc.</li> <li>• Coordinate the work of Work Learn student and Financial Clerk.</li> </ul> |
| Vacant<br>Financial Clerk              | 604-822-2193<br>MCML 254                        | <ul style="list-style-type: none"> <li>• Prepare and enter requisitions, JVs in FMS Live.</li> <li>• Prepare cash/cheque deposits and follow up receivables.</li> <li>• Manage petty cash, receive and disburse petty cash.</li> </ul>   |
| Finance Assistant                      | MCML 254  | <ul style="list-style-type: none"> <li>• Work Learn student position</li> <li>• Scanning and filing financial records.</li> <li>• Reconciliation of monthly photocopy chargebacks and vehicle usage chargebacks.</li> </ul>  |



# HUMAN RESOURCES

## HEAD / DIRECTOR / MANAGER

| NAME AND TITLE                                 | CONTACT INFO   | MAIN RESPONSIBILITIES  |
|--|--|--|
| Barbara Hsiao<br>Director, HR & Administration | 604-822-3455<br>Barbara.Hsiao@ubc.ca<br>MCML 248C<br>(Dean's Office) | <ul style="list-style-type: none"> <li>• Staff Recruitment support including onboarding/offboarding</li> <li>• Employment advice – discipline, restructuring, interpretation of collective agreements</li> <li>• Performance Management</li> <li>• Governance of HR/Admin policies/procedures</li> </ul> |

## STAFF

|                                       |  |  |
|---------------------------------------|--|--|
| Melanie Train<br>HR Manager - Faculty | 604-822-3105<br>Melanie.Train@ubc.ca<br>MCML 248B<br>(Dean's Office) | <ul style="list-style-type: none"> <li>• Faculty Recruitment support including onboarding/offboarding</li> <li>• all aspects of faculty (including postdocs, research associates, sessionals, instructors, emeritus) appointments such as P&amp;T, faculty salary increases and retention</li> <li>• Resource for faculty members</li> </ul> |
| Mona Lee<br>HR Admin Clerk            | 604-827-5312<br>Mona.Lee@ubc.ca<br>MCML 248<br>(Dean's Office)       | <ul style="list-style-type: none"> <li>• Student &amp; Staff appointment processing</li> <li>• Work Learn Program appointments</li> <li>• Works with Academic Coordinator on TA appointment processing</li> <li>• Hourly Payroll queries</li> <li>• Keys/fobs set up and phone support</li> </ul>  |



# OPERATIONS

## HEAD / DIRECTOR / MANAGER

| NAME AND TITLE                              | CONTACT INFO   | MAIN RESPONSIBILITIES  |
|---|--|--|
| Andy Jeffries<br>Faculty Operations Manager | andy.jeffries@ubc.ca<br>Office: 604-822-3488<br>Cell: 604-603-1619<br>MCML 48F | <ul style="list-style-type: none"> <li>Any aspects related to Faculty Operations</li> <li>Occupational Safety</li> <li>Renovations/Building maintenance</li> <li>Main contact for Building Operations and MacMillan building.</li> </ul> |

## STAFF

|  |   |   |
|--|---|---|
| Patrick Leung<br>FNH Building Manager                                    | patrick.leung@ubc.ca<br>Office: 604-822-2793<br>Cell: 604-761-8193<br>FNH 230 | <ul style="list-style-type: none"> <li>Building infrastructure/repairs/maintenance</li> <li>Occupational Safety/Access/Security/AV</li> <li>Main contact for Building Operations and FNH building.</li> </ul> |
| Sylvia Leung<br>Buyer  | sylvia.leung@ubc.ca<br>604-822-3454<br>MCML 208                               | <ul style="list-style-type: none"> <li>Purchasing</li> <li>Laboratory Safety</li> </ul>   |
| Imelda Cheung<br>FNH Education / Research Support<br>Technician Position | imelda.cheung@ubc.ca<br>604-827-0344<br>MCML 230                              | <ul style="list-style-type: none"> <li>Laboratory supervision, management and maintenance</li> <li>Teaching laboratory (220-240)/other MacMillan research laboratories</li> <li>Laboratory Safety</li> </ul>  |
| Lewis Fausak<br>APBI Education / Research Support<br>Technician Position | lewis.fausak@ubc.ca<br>MCML 125   | <ul style="list-style-type: none"> <li>Laboratory supervision for Soil Science and other MacMillan laboratories</li> <li>Research/Teaching support. Laboratory maintenance, management and safety.</li> </ul> |



# DEVELOPMENT AND ALUMNI ENGAGEMENT

## HEAD / DIRECTOR / MANAGER

| NAME AND TITLE  | CONTACT INFO                                    | MAIN RESPONSIBILITIES  |
|---|---|--|
| Zoë Campbell<br>Assistant Dean, Development and Alumni Engagement<br>(dual report Dean & Executive Director, central DAE) | zoe.campbell@ubc.ca<br>604-827-5556<br>MCML 241 | <ul style="list-style-type: none"> <li>Partner with the dean to realize the dean’s strategic priorities for the faculty.</li> <li>Responsible for achieving faculty fundraising goals of over \$5M, and alumni engagement goals progressively over the years toward 50% of contactable LFS alumni.</li> <li>Lead and support fundraising and alumni engagement staff.</li> </ul> |

## STAFF

|   |  |   |
|---|--|---|
| Amanda Reaume<br>Associate Director   | amanda.reaume@ubc.ca<br>604-827-2519<br>MCML 237 | <ul style="list-style-type: none"> <li>Achieve fundraising goal at Associate Director level set annually.</li> <li>Achieve face to face meetings, solicitations, and qualification calls metrics as set annually.</li> <li>Work collaboratively with the LFS DAE team and central DAE units to achieve dean’s strategic priorities in partnership with faculty.</li> </ul>  |
| Vacant<br>Development Officer   | 604-827-0711<br>MCML 239                         | <ul style="list-style-type: none"> <li>Achieve fundraising goal at Development Officer level set annually.</li> <li>Achieve face to face meetings, solicitations, and qualification calls metrics as set annually.</li> <li>Work collaboratively with the LFS DAE team and central DAE units to achieve dean’s strategic priorities in partnership with faculty.</li> </ul> |
| Sabrina Yan<br>Development Officer  | sabrina.yan@ubc.ca<br>604-822-0599<br>MCML 248   | <ul style="list-style-type: none"> <li>Manage administrative processes of LFS DAE unit, and coordinate Dean’s Faculty Advisory Board.</li> <li>Achieve fundraising goal at Development Officer level set annually.</li> <li>Achieve face to face meetings, solicitations, and qualification calls metrics as set annually.</li> </ul>                                       |
| Jane Miller<br>Development Coordinator  | jane.miller@ubc.ca<br>604-822-8866<br>MCML 237   | <ul style="list-style-type: none"> <li>Lead and coordinate donor and alumni communications, outreach, and engagement initiatives.</li> <li>Coordinate donor and alumni pipeline in LINKS database.</li> <li>Support Assistant Dean, and collaborate with members of the LFS DAE team on an as-needed basis.</li> </ul>  |
| Niki Glenning<br>Alumni Relations Manager (dual report Assistant Dean and Director in alumni UBC) | niki.glenning@ubc.ca<br>604-822-8910<br>MCML 241 | <ul style="list-style-type: none"> <li>Achieve alumni engagement points goals set annually.</li> <li>Manage initiatives to deepen and broaden alumni engagement.</li> <li>Work collaboratively with the LFS DAE team and alumni UBC to achieve dean’s strategic priorities in partnership with faculty.</li> </ul>  |



## COMMUNICATIONS

### HEAD / DIRECTOR / MANAGER

| NAME AND TITLE                                     | CONTACT INFO                                   | MAIN RESPONSIBILITIES   |
|--|--|---|
| Karen Lee<br>Marketing and Communications Director | karen.lee98@ubc.ca<br>604-827-5297<br>MCML 235 | <ul style="list-style-type: none"><li>• Works under the general direction of the Dean.</li><li>• Develops, implements and evaluates the marketing and communication strategies and tools at the Faculty level.</li><li>• Supports the Faculty in its branding, media relations, fundraising, public relations, marketing and student recruitment goals.</li></ul> |

### STAFF

|  |   |  |
|--|---|--|
| Pia Lim<br>Digital Communications Specialist | pia.lim@ubc.ca<br>MCML 235                      | <ul style="list-style-type: none"><li>• Leads website updates/renewals for the Faculty and its programs</li><li>• Delivers website training to support people across the Faculty</li><li>• Provides tactical support for digital projects</li><li>• Streamlines workflow and governance of digital and web services</li></ul>  |
| Shannon Wong<br>Communications Coordinator   | shannon.wong@ubc.ca<br>604-822-6918<br>MCML 248 | <ul style="list-style-type: none"><li>• Writes and creates content to promote LFS achievements (faculty, staff, students) for internal and external communications channels</li><li>• Maintains social media channels</li><li>• Curates and edits electronic publications for content &amp; clarity for the Faculty and its programs</li><li>• Maintains contact lists</li></ul> |



# RESEARCH

## HEAD / DIRECTOR / MANAGER

| NAME AND TITLE                          | CONTACT INFO                                  | MAIN RESPONSIBILITIES  |
|---|---|--|
| David Kitts<br>Associate Dean, Research | david.kitts@ubc.ca<br>604-822-5560<br>FNH 243 | <ul style="list-style-type: none"> <li>• Represents LFS on Committee of the Associate Deans of Research chaired by the UBC Vice-President, Research &amp; Innovation.</li> <li>• Notifies the LFS research community about new research initiatives from the UBC Vice President, Research and Innovation Office, as well as from external sources.</li> <li>• Works with the LFS Dean to implement the research strategy set out in the Faculty Action Plan, provides Strategic advice to the Dean on issues affecting the research performance of LFS faculty, and works with the LFS Research Facilitator to foster enhanced research activity in the Faculty</li> </ul> |

## STAFF

|  |   |   |
|--|---|---|
| Nicholas Grant<br>Research Facilitator | nick.grant@ubc.ca<br>604-822-9138<br>MCM 121  | <ul style="list-style-type: none"> <li>• Works with the Associate Dean, Research and individual faculty members to supports the initiation and development of new research collaborations</li> <li>• Works with the Associate Dean, research and Research Assistant to review grants against funding agency criteria and support editing and revision of research proposals and applications</li> <li>• Works with individual faculty members and SPARC/IPO officers to incorporate comments from internal reviews from SPARC or IPO</li> <li>• Liaises with funding agency project officers on behalf of faculty members when necessary</li> </ul>   |
| Baohua Wang<br>Research Assistant      | baohua.wang@ubc.ca<br>604-822-9866<br>MCM 125 | <ul style="list-style-type: none"> <li>• Supports the Associate Dean, research and Research Facilitator in reviewing grants against funding agency criteria and support editing and revision of research proposals and applications</li> <li>• Maintains the LFS Research Support website including the curation of an archive of upcoming funding opportunities</li> <li>• Identifies available resources and critical deadlines (SPARC/IPO workshop registration, SPARC/IPO internal review, etc.) and circulates this information in the LFS Today and on the Research Support website</li> <li>• Analyzes and provides internal reports of Faculty research funding and research output metrics in support of Faculty initiatives such as Chair proposals and applications and Award nominations</li> </ul> |