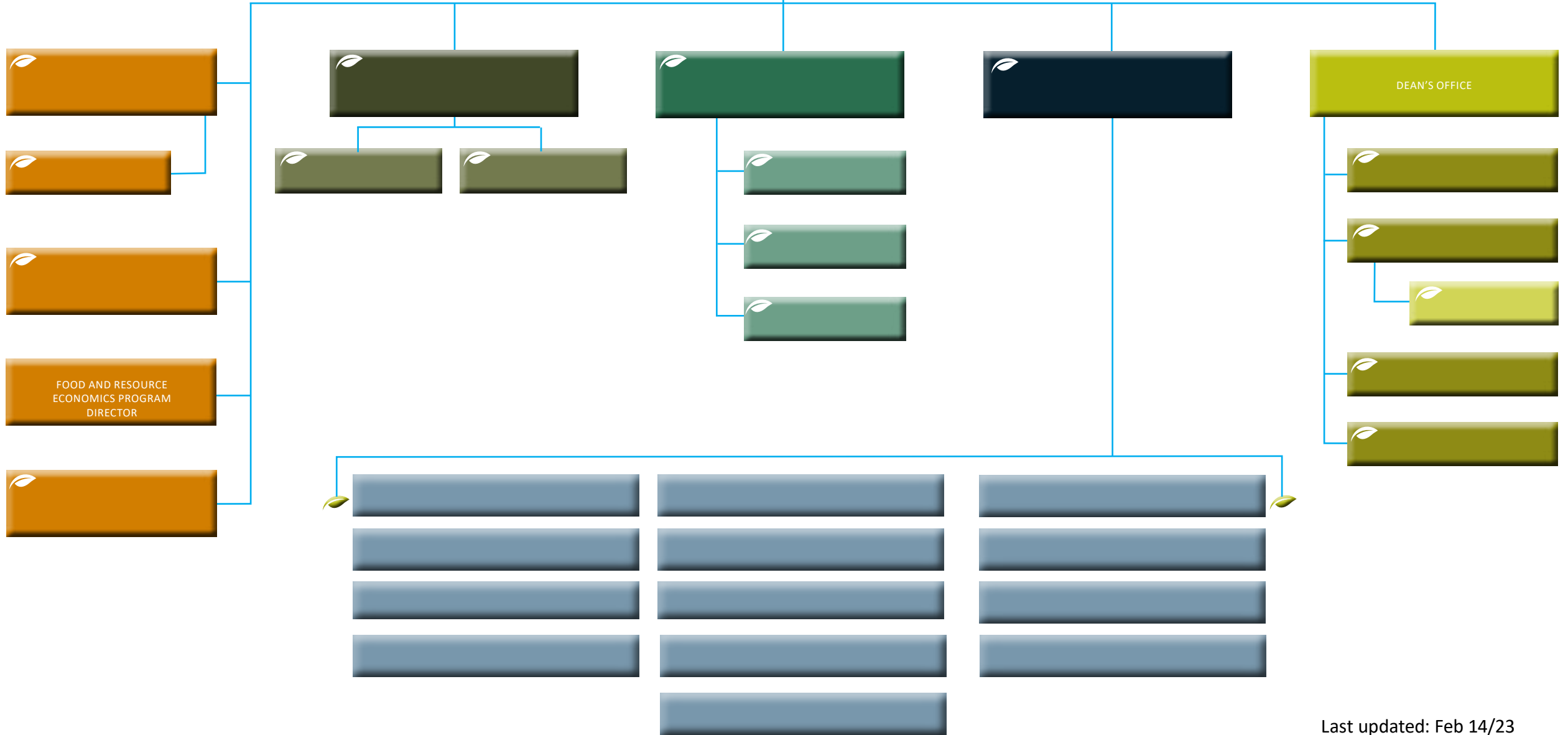




THE UNIVERSITY OF BRITISH COLUMBIA
Faculty of Land and Food Systems



Last updated: Feb 14/23



FOOD, NUTRITION & HEALTH

HEAD / DIRECTOR / MANAGERS

NAME AND TITLE	CONTACT INFO	MAIN RESPONSIBILITIES
Barbara Stefanska FNH Program Director	barbara.stefanska@ubc.ca FNH 248 604 822-2524	<ul style="list-style-type: none"> Oversees the general academic planning and vision of the Program including the well-being of undergraduate and graduate students and their courses of study; 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, & Health Works with the Dean to support the mentoring of junior faculty members 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 Provides an oversight of FNH operation, and safety and security
Lisa Palmer WRC/FNH Admin Manager	lisa.palmer@ubc.ca 604-822-0005 FNH 230	<ul style="list-style-type: none"> Responsible for the day-to-day administrative management of the FNH Program and WRC Oversees the FNH financial resources and manages the WRC grant accounts and expenses Develops, proposes and implements organizational initiatives and corrective measures Manages the Wine Library collection
Patrick Leung FNH Building Manager	patrick.leung@ubc.ca Office: 604-822-2793 Cell: 604-761-8193 FNH 230	<ul style="list-style-type: none"> 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. IT support including computers, audiovisual, phones, copier, and network. Point person in communicating events and projects for FNH Building. Keys and card access for FNH Building. Alarms for all LFS buildings.

STAFF

Louisa Ho FNH Administrative Clerk	louisa.ho@ubc.ca 604-822-2502 FNH 230	<ul style="list-style-type: none"> building reception (first contact, mail, shipping/receiving) Faculty & grad student support (Grad Seminar, Dietetics, Viji's Kitchen, etc.) FNH listserv maintenance supplies / recycling / locker rentals invoice reconciling
Peter Hoffman FNH Research Lab Technician	peter.hoffman@ubc.ca 604-822-4601 FNH 110B	<ul style="list-style-type: none"> 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). 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. 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. 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
Miho Schaefer FNH Senior Finance Clerk	miho.schaefer@ubc.ca 604-822-6120 FNH 230	<ul style="list-style-type: none"> Prepares payment forms; reconciles expenses, monitors PG balances, and produces/reviews financial reports. Prepares student appointment forms; assists with research associate, postdoctoral fellows, staff, and visitors. Assists with the MFS program enrolment process and budgeting Coordinates with OUC and organizations to set up legal affiliation agreements for Dietetics student placement. Coordinates with ORS/UILO to open new PGs, extend PGs, and closes expired PGs.



APPLIED BIOLOGY

HEAD / DIRECTOR / MANAGER

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

STAFF

Dan Naidu Applied Biology Program Coordinator	dan.naidu@ubc.ca 604-827-2422 MCML 125	<ul style="list-style-type: none">• Student academic advising• Student recruitment and retention• APBI program administration
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GLOBAL RESOURCE SYSTEMS

HEAD / DIRECTOR / MANAGER

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

STAFF

Roxana Quinde Coordinator Global Partnerships	roxana.quinde@ubc.ca 604-822-0181 MCML 344	<ul style="list-style-type: none"> • academic advising and support for both incoming and outgoing Go Global exchange students across all programs and year levels • coordinates LFS Summer Programs • advises for the GRS program, all students, all year levels
Miluska Bravo MLWS & GRS Program Administrator	miluska.bravo@ubc.ca 604-822-0457 MCML 156	<ul style="list-style-type: none"> • first contact for both the MLWS/GRS Programs, develops, implements and coordinates administrative processes • Prepares promotional and recruitment information for potential students, both locally and internationally; • Designs, prepares and distributes MLWS/GRS program materials (including semi-annual MLWS eNewsletter), and contacts potential employers for graduates in the private, public and non-profit sectors to help raise the profile and improve program brands • Develops video content for program advertising.



ASSOCIATE DEAN, ACADEMIC - PORTFOLIO

HEAD / DIRECTOR / MANAGER

NAME AND TITLE	CONTACT INFO	MAIN RESPONSIBILITIES
Sandra Brown Associate Dean, Academic	sandra.brown@ubc.ca 604-822-5965 MCML 229	<ul style="list-style-type: none"> Oversees the undergraduate academic programs Actively supports and promotes teaching and learning excellence Represents the Faculty across campus on undergraduate education issues Curriculum coordination Promotes and improves active student-centered learning models

STAFF

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



STUDENT SERVICES (UNDERGRADUATE STUDENTS)

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

HEAD / DIRECTOR / MANAGER

NAME AND TITLE	CONTACT INFO	MAIN RESPONSIBILITIES
Christine Klaray Director Student Academic Services	lfs.advising@ubc.ca OR christine.klaray@ubc.ca 604-822-9702 MCML 344	<ul style="list-style-type: none"> • Provides leadership and strategic direction for Student Services unit • 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 • Faculty Timetabling Rep (Trep) and Scholarship Chair

STAFF

Ella Wong Academic Advisor, International Students	lfs.advising@ubc.ca OR ella.wong@ubc.ca 604-822-9853 MCML 344	<ul style="list-style-type: none"> • Academic advising and support for students across all programs and year levels • The development, delivery and evaluation of academic advising services and programs to support international student academic success, personal wellbeing, career preparation and retention • 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
Bre Jakobsen Academic Advisor	lfs.advising@ubc.ca OR bre.jakobsen@ubc.ca 604-827-2622 MCML 344	<ul style="list-style-type: none"> • Academic advising and support for students across all programs and year levels • The development, delivery and evaluation of academic advising services and programs to support student academic success, personal wellbeing, career preparation and retention • 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
Bonita Perko Academic Advisor	lfs.advising@ubc.ca OR bonita.perko@ubc.ca 604-822-3204 MCML 344	<ul style="list-style-type: none"> • Academic advising and support for students across all programs and year levels • The development, delivery and evaluation of academic advising services and programs to support student academic success, personal wellbeing, career preparation and retention • 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 • Faculty Timetabling Rep (TRep)



STUDENT SERVICES (UNDERGRADUATE STUDENTS)

STAFF (CONT)

NAME AND TITLE	CONTACT INFO	MAIN RESPONSIBILITIES
Jordan Scansen Indigenous Academic Advisor	lfs.advising@ubc.ca OR jordan.scansen@ubc.ca 604-822-9853 MCML 344	<ul style="list-style-type: none"> Academic advising and support for students across all programs and year levels Developing, delivering, and assessing academic advising services, programs and projects in order to strengthen the recruitment, academic success, personal development and retention of undergraduate Indigenous students in the Faculty Collaborates with other STEM Indigenous Academic Advisors to offer programming for Indigenous youth (such as Cedar Science Camp) and current students. Provides support for instructors on Indigenization and Decolonization of curriculum
Roxana Quinde Coordinator Global Partnerships	lfs.advising@ubc.ca OR roxana.quinde@ubc.ca 604-822-0181 MCML 344	<ul style="list-style-type: none"> Academic advising and support for both incoming and outgoing Go Global exchange students across all programs and year levels Coordinates LFS Summer Programs Advises for the GRS program, all students, all year levels
Thilini Leitan Student Engagement Officer	thilini.leitan@ubc.ca 604-822-2989 MCML 344	<ul style="list-style-type: none"> Developing, delivering, and evaluating programs and services to support undergraduate student learning and personal and professional development Advise student groups and organizations and support student leadership broadly, including student-initiated projects 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 Oversees the development and management of the Faculty's Imagine/Orientation programming, LFS ACE Team, LFS US, and LFS Mentorship Program Contributing member of community of practice groups out of Centre for Student Involvement and Careers (CSI&C)
Rob Kim Career Strategist	rob.kim@ubc.ca 604-822-2923 MCML 344	<ul style="list-style-type: none"> Work strategically with campus partners to leverage disciplinary learning, high impact experiences and to broaden the approach to career development Support student learning and promote student engagement in career building experiences within LFS/UBC and beyond Expand students' opportunities to engage with employers, alumni and community Enhance customized career education through discipline and population specific expertise and faculty-specific career initiatives
Shannon Blakely Student Transition & Engagement Advisor	lfs.advising@ubc.ca OR shannon.blakely@ubc.ca 604-822-3204 MCML 344	<ul style="list-style-type: none"> Collaborates with Student Engagement Officer to oversee the development and deliver of the Faculty's Imagine/Orientation programming Manages the Faculty's PASS (Peer-Assisted Study Sessions) program, in collaboration with the Faculty of Forestry Manages the development and delivery of the ROOTSS (Reach Out, Orientation, Transition and Study Skills) Canvas course for new students Academic advising and support for students across all programs and year levels, with a primary focus on supporting year 1/new students, such as those in the Land One program
Melody Wang LFS Undergraduate Student Support Specialist	lfs.advising@ubc.ca OR melody.wang@ubc.ca 604-822-5674 MCML 344 front desk	<ul style="list-style-type: none"> Front-line administrative and advising support for LFS Student Services Special projects with Christine Klaray, Director First-point of contact in MCML 344 Manages digital assets, such as web forms, social media, digital signage, Newsletttuce, etc.



LEARNING CENTRE

STAFF

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

ASSOCIATE DEAN, GRADUATE & POSTDOCTORAL STUDIES - PORTFOLIO

HEAD / DIRECTOR / MANAGER

NAME AND TITLE	CONTACT INFO	MAIN RESPONSIBILITIES
Sumeet Gulati Associate Dean, Graduate and Postdoctoral Studies	sumeet.gulati@ubc.ca 604-822-2144 MCML 341	<ul style="list-style-type: none"> • Represents the Faculty on graduate student issues, including liaising with the Faculty of Graduate and Postdoctoral Studies • Manages graduate curriculum coordination in association with Graduate Advisors and the Associate Dean, Academic • Supervises the Manager of Graduate Studies and related staff in graduate admissions, graduate student advising, and enrolment management • Chairs the Graduate Programs Advisory Committee • Member of the Graduate Council and LFS Core Team • Liaises with the Graduate Teaching Assistant Teaching Award Interfaculty Committee • Works with the Faculty Development Officers and others to develop endowments supporting graduate scholarships and travel awards

STAFF

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



FINANCE

HEAD / DIRECTOR / MANAGER

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

STAFF

Deborah Wang LFS Finance Coordinator	604-822-3891 deborah.wang@ubc.ca MCML 254	<ul style="list-style-type: none"> • Review and verify completed requisitions, JVs in FMS Live. • Review faculty PCard statements on a monthly basis. • Monitor research grants spending and work with PIs resolve issues like research deficits/expense transfers/financial reporting etc. • Coordinate the work of Work Learn student and Financial Clerk.
Vicky Chan Research Finance Analyst	604-822-3472 vicky.chan@ubc.ca MCML 254	<ul style="list-style-type: none"> • Responsible for the administration of contract and grant accounts for sponsored research and specific purpose funds • Providing guidance to the Faculty of Land and Food Systems' research community. • Reconciles grants and budgets, invoices sponsoring agencies, prepares comprehensive financial reports and provides guidance to research faculty on financial matters. • Ensures compliance to financial guidelines of granting agencies and UBC policies.
Vacant Financial Clerk	604-822-2193 MCML 254	<ul style="list-style-type: none"> • Prepare and enter requisitions, JVs in FMS Live. • Prepare cash/cheque deposits and follow up receivables. • Manage petty cash, receive and disburse petty cash.
Finance Assistant	MCML 254	<ul style="list-style-type: none"> • Work Learn student position • Scanning and filing financial records. • Reconciliation of monthly photocopy chargebacks and vehicle usage chargebacks.



HUMAN RESOURCES

HEAD / DIRECTOR / MANAGER

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

STAFF

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



OPERATIONS

HEAD / DIRECTOR / MANAGER

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

STAFF

Patrick Leung FNH Building Manager	patrick.leung@ubc.ca Office: 604-822-2793 Cell: 604-761-8193 FNH 230	<ul style="list-style-type: none"> Building infrastructure/repairs/maintenance Occupational Safety/Access/Security/AV Main contact for Building Operations and FNH building.
Sylvia Leung Buyer	sylvia.leung@ubc.ca 604-822-3454 MCML 208	<ul style="list-style-type: none"> Purchasing Laboratory Safety
Imelda Cheung FNH Education / Research Support Technician Position	imelda.cheung@ubc.ca 604-827-0344 MCML 230	<ul style="list-style-type: none"> Laboratory supervision, management and maintenance Teaching laboratory (220-240)/other MacMillan research laboratories Laboratory Safety
Lewis Fausak APBI Education / Research Support Technician Position	lewis.fausak@ubc.ca 604-822-4877 MCML 112A	<ul style="list-style-type: none"> Laboratory supervision for Soil Science and other MacMillan laboratories Research/Teaching support. Laboratory maintenance, management and safety.



DEVELOPMENT AND ALUMNI ENGAGEMENT

HEAD / DIRECTOR / MANAGER

NAME AND TITLE	CONTACT INFO	MAIN RESPONSIBILITIES
Zoë Campbell Assistant Dean, Development and Alumni Engagement (dual report Dean & Executive Director, central DAE)	zoe.campbell@ubc.ca 604-827-5556 MCML 270	<ul style="list-style-type: none"> Partner with the dean to realize the dean's strategic priorities for the faculty. Responsible for achieving faculty fundraising goals of over \$5M, and alumni engagement goals progressively over the years toward 50% of contactable LFS alumni. Lead and support fundraising and alumni engagement staff.

STAFF

Vacant Associate Director	MCML 270	<ul style="list-style-type: none"> Achieve fundraising goal at Associate Director level set annually. Achieve face to face meetings, solicitations, and qualification calls metrics as set annually. Work collaboratively with the LFS DAE team and central DAE units to achieve dean's strategic priorities in partnership with faculty.
James Wang Development Officer	j.wang@ubc.ca 604-968-6948 MCML 270	<ul style="list-style-type: none"> Achieve fundraising goal at Development Officer level set annually. Achieve face to face meetings, solicitations, and qualification calls metrics as set annually. Work collaboratively with the LFS DAE team and central DAE units to achieve dean's strategic priorities in partnership with faculty.
Sabrina Yan Development Officer	sabrina.yan@ubc.ca 604-822-0599 MCML 270	<ul style="list-style-type: none"> Manage administrative processes of LFS DAE unit, and coordinate Dean's Faculty Advisory Board. Achieve fundraising goal at Development Officer level set annually. Achieve face to face meetings, solicitations, and qualification calls metrics as set annually.
Tracy Todd Development Coordinator	tracy.todd@ubc.ca 604-822-8866 MCML 270	<ul style="list-style-type: none"> Lead and coordinate donor and alumni communications, outreach, and engagement initiatives. Coordinate donor and alumni pipeline in LINKS database. Support Assistant Dean, and collaborate with members of the LFS DAE team on an as-needed basis.
Niki Glenning Alumni Relations Manager (dual report Assistant Dean and Director in alumni UBC)	niki.glenning@ubc.ca 604-822-8910 MCML 270	<ul style="list-style-type: none"> Achieve alumni engagement points goals set annually. Manage initiatives to deepen and broaden alumni engagement. Work collaboratively with the LFS DAE team and alumni UBC to achieve dean's strategic priorities in partnership with faculty.



COMMUNICATIONS

HEAD / DIRECTOR / MANAGER

NAME AND TITLE	CONTACT INFO	MAIN RESPONSIBILITIES
Karen Lee Marketing and Communications Director	karen.lee98@ubc.ca 604-827-5297 MCML 278	<ul style="list-style-type: none">• Works under the general direction of the Dean.• Develops, implements and evaluates the marketing and communication strategies and tools at the Faculty level.• Supports the Faculty in its branding, media relations, fundraising, public relations, marketing and student recruitment goals.

STAFF

Pia Lim Digital Communications Specialist	pia.lim@ubc.ca 604-839-1186 MCML 278	<ul style="list-style-type: none">• Leads website updates/renewals for the Faculty and its programs• Delivers website training to support people across the Faculty• Provides tactical support for digital projects• Streamlines workflow and governance of digital and web services
Shannon Wong Communications Coordinator	shannon.wong@ubc.ca 604-822-6918 MCML 278	<ul style="list-style-type: none">• Writes and creates content to promote LFS achievements (faculty, staff, students) for internal and external communications channels• Maintains social media channels• Curates and edits electronic publications for content & clarity for the Faculty and its programs• Maintains contact lists



RESEARCH

HEAD / DIRECTOR / MANAGER

NAME AND TITLE	CONTACT INFO	MAIN RESPONSIBILITIES
David Kitts Associate Dean, Research	david.kitts@ubc.ca 604-822-5560 FNH 243	<ul style="list-style-type: none"> • Represents LFS on Committee of the Associate Deans of Research chaired by the UBC Vice-President, Research & Innovation. • Notifies the LFS research community about new research initiatives from the UBC Vice President, Research and Innovation Office, as well as from external sources. • 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

STAFF

Nicholas Grant Research Facilitator	nick.grant@ubc.ca 604-822-9138 MCM 121	<ul style="list-style-type: none"> • Works with the Associate Dean, Research and individual faculty members to supports the initiation and development of new research collaborations • 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 • Works with individual faculty members and SPARC/IPO officers to incorporate comments from internal reviews from SPARC or IPO • Liaises with funding agency project officers on behalf of faculty members when necessary
Baohua Wang Research Assistant	baohua.wang@ubc.ca 604-822-9866 MCM 121	<ul style="list-style-type: none"> • 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 • Maintains the LFS Research Support website including the curation of an archive of upcoming funding opportunities • 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 • 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