A. IDENTIFICATION

Position Title: Confidential Administrative Professional III
Department: SFU International, VP External Relations
Position Reports To (Title): Director, International Partnerships and Protocol
Date: November 28, 2016

B. POSITION SUMMARY

Reporting to the Director, oversees the coordination of logistical arrangements (i.e., scheduling meetings, issuing invitations) for visiting international delegations and partnerships to SFU. The incumbent acts as first-line contact for International and National university delegates (i.e., Deans, Associate Deans, Faculty), exercising a high level of tact and diplomacy, obtains relevant information regarding meeting objectives and subject matter, acts as a liaison between external and internal stakeholders. Prepares briefing notes and summaries for review by the Director regarding information related to delegations, partnerships, and proposals by conducting extensive on-line research to gather and compile background information in preparation for meetings between international partners, delegates, and high level SFU stakeholders (i.e., President, Vice President, Deans). Provides assistance to the department Coordinator, International Partnerships and Protocol with logistical arrangements and background research and writing of briefing notes for international delegations abroad. Provides support in the processing of expenditures related to partnerships and delegations and assistance with the on-going maintenance and updating of related web pages and the departmental website.

C. DUTIES AND RESPONSIBILITIES

Oversees all logistical arrangements (i.e., scheduling meetings, issuing invitations) for visiting international delegations and partnerships to SFU.

 Acts as first-line contact for International and National university delegates (i.e., Deans, Associate Deans, Faculty), exercising a high level of tact and diplomacy, in order to obtain relevant information regarding meeting objectives and subject matter. Based on this information, in collaboration with the Director, determines which internal SFU stakeholders to contact and coordinates logistical arrangements.

Prepares briefing notes and summaries for review by the Director regarding information related to delegations, partnerships, and proposals by conducting extensive on-line research to gather and compile materials and background information in preparation for meetings between international partners, delegates, and high level SFU stakeholders (i.e., President, Vice President, Deans).

Provides assistance to the department Coordinator, International Partnerships and Protocol with logistical arrangements and background research and writing of briefing notes for international delegations abroad.

Provides support in the processing of expenditures related to partnerships and delegations, including monthly reconciliations, expense claims, and ad hoc reporting regarding the departmental budget.

Provides support and assistance with the on-going maintenance and updating of related web pages and the departmental website.
May perform other related duties and responsibilities consistent with the classification of the position.

D. DECISION MAKING

i) Give some typical examples of the most important decisions the incumbent is expected to make in carrying out the duties and responsibilities of the position. To what extent can the incumbent rely on established policies or advice from others in making these decisions?

Coordination of all logistical arrangements for international delegations in Canada.

ii) Give some examples of the types of decisions the incumbent would refer to his/her supervisor.

Decisions of a political or diplomatic nature that could have an effect on the university's reputation.

E. SUPERVISION EXERCISED

Number of continuing employees reporting directly to the position: 0

Total number of continuing employees for whom the position has direct responsibility: 0

F. SUPERVISION RECEIVED

General direction is provided by regular meetings with the Director, International Partnerships and Protocol.

G. UNUSUAL WORKING CONDITIONS

The position requires special appreciation of political and diplomatic protocol, sensitivity to cultural differences, and the experience and presence to represent the University with the highest standards of professionalism.

H. ENTRANCE QUALIFICATIONS

Certificate in Business or Administrative Management and four years of directly related experience, which includes experience working in a senior administrative office involving international partnerships and protocol, or an equivalent combination of education, training, and experience.

Excellent knowledge of cross-cultural issues.

Excellent organizational and administrative skills including financial administrative skills.

Excellent interpersonal and cross-cultural communications skills.

Ability to establish priorities and to accomplish objectives.

Ability to work flexible hours including evenings and weekends.

Proficient in the use of word processing, database, and spreadsheet software.