

Invites applications for the following position (s):

**COMPETITION NUMBER: 063**

**Administrative and Professional Staff (APSA)**

**Continuing Position**

**DIRECTOR, ADMINISTRATION, GRADE 11**

**SCIENCE DEAN'S OFFICE**

POSITION NUMBER: 110716

**POSITION OUTLINE:**

As the Faculty's senior administrator for operational, budget, financial, human resource, policy and administrative academic matters, the incumbent provides assistance to the Faculty Dean, Associate Deans and administrative staff, and advice and guidance to Faculty Department administrators and faculty. As a member of the senior management team, the incumbent coordinates the Faculty enrollment, retention and admission planning processes; participates in the development, implementation and management of a broad and integrated internal and external communication plan; ensures Faculty appointments, renewal, tenure, and promotional processes are managed in accordance with University policies and procedures; supports the development and implementation of human resource strategies and plans for the Faculty; supervises staff and promotes a positive work culture throughout the department; develops business continuity plans; represents the Faculty on select University Committees; and participates on Faculty Task Forces and Committees.

**QUALIFICATIONS:**

- Master's degree or an equivalent combination of education, training and experience.
- Seven years related experience in strategic, financial, and human resource planning and management.
- Excellent budget and policy analysis, planning, and fiscal management skills.
- Excellent human resource management, coaching, and mentoring skills.
- Excellent organizational, quantitative, analytical reasoning, problem-solving, and time management skills.
- Excellent consensus building, consultative decision-making, conflict management, and interpersonal skills.
- Proven communication (verbal and written) skills.
- Intermediate knowledge of and ability to use spreadsheet and database applications and enterprise financial and student information systems.
- Ability to maintain strict confidentiality, exercise initiative, diplomacy and discretionary judgment.

**SALARY RANGE:**

\$68,268 to \$81,524 per annum

**START DATE:**

ASAP

A detailed resume and cover letter quoting **Competition #063** must be received in our office by **4:30 pm on February 15, 2012**, addressed to the attention of Judy Hodgkins, Human Resources Advisor. Please follow the application instructions at: [http://www.sfu.ca/hr/prospective\\_employees/HowToApply.html](http://www.sfu.ca/hr/prospective_employees/HowToApply.html).

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

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*The University is committed to the principle of equity in employment*

A more detailed job description may be obtained at [www.sfu.ca/jobpostings](http://www.sfu.ca/jobpostings)