Invites applications for the following position(s):

COMPETITION NUMBER: 215
Administrative and Professional Staff (APSA)
Temporary Position
RESIDENCE LIFE COORDINATOR, GRADE 4
STUDENT SERVICES – RESIDENCE LIFE
POSITION NUMBER: 109415
REPOST
(If you applied to the original posting, you will be included in this competition.)

POSITION OUTLINE:
The Residence Life Coordinator (RLC) is responsible for developing and maintaining a positive living-learning environment for residence students that promotes academic and personal development. The position collaborates with various internal and external campus departments to ensure the safety, security, and comfort of all residence properties. S/he supervises and coordinates the work of a large number of student residence life staff in the delivery of a comprehensive residence life program. The position responds and manages crisis and disciplinary situations in the residences as a part of an on-call rotation. The incumbent maintains a presence on campus during non-business hours, weekends and holidays. This position requires a combination of established office hours and evening, weekend and holiday coverage. A furnished apartment with high-speed internet, cable, and phone line is provided, as well as a Residence parking spot.

QUALIFICATIONS:
• Bachelor’s Degree and 2 years of residence life experience in a supervisory role or an equivalent combination of education, training and experience.
• Ability to work independently.
• Excellent decision-making skill.
• Excellent interpersonal, and oral and written communications skills.
• Excellent crisis management skill.
• Excellent problem-solving and analytical skills.
• Excellent organizational skill.
• Ability to develop and deliver training programs.
• Excellent supervisory and leadership skills.
• Proficiency with word processing, database and spreadsheet applications (i.e., MS Word, MS Excel, Access, PageMaker, FileMaker).
• A satisfactory criminal records search.
• A valid driver’s license.

SALARY RANGE: $42,549 - $50,809 per annum
START DATE: ASAP
POSITION END DATE: December 24, 2014

A detailed resume and cover letter quoting Competition #215 must be received in our office by 4:30 pm on July 9, 2014 addressed to the attention of Deborah Walker, Human Resources Advisor. Please follow the application instructions at: 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.

The University is committed to the principle of equity in employment
A more detailed job description may be obtained at www.sfu.ca/jobpostings