Invites applications for the following position(s):

**COMPETITION NUMBER: 178**

**Administrative and Professional Staff (APSA)**

**Temporary Position**

**COORDINATOR, REFUGEE AND NEW CANADIAN SUPPORT PROGRAMS, GRADE 7**

**INTERNATIONAL SERVICES FOR STUDENTS**

**POSITION NUMBER: 118958**

**POSITION OUTLINE:**
Reporting to the Director, International Services for Students (ISS), the Coordinator, Refugee and New Canadian Support Programs plans, develops, and implements university-wide programs and initiatives to support refugee and new Canadian student programming at SFU. The incumbent collaborates with and provides leadership to Student Services and other institutional colleagues in the development and implementation of strategies to support student-facing refugee engagement initiatives, enrich the overall new Canadian student experience and to foster strong relationships between students, their organizations and clubs, faculties, alumni, the university, service providers and settlement agencies, and the community at large. In collaboration with the Coordinator, Intercultural Engagement, the incumbent is also responsible for organizing intercultural training opportunities to build capacity amongst SFU students, staff and faculty. Coordinating with key service providers, the incumbent is also responsible for the delivery and development of initiatives to support and retain a growing number of refugee and new Canadian students with discrete and multi-faceted needs and concerns. The Coordinator recruits, trains, and supervises student volunteers and co-op students. The incumbent provides mentoring, guidance, and support to the World University Service of Canada (WUSC) local committee. As part of this role, the Coordinator may also be involved in coordinating and/or developing program advertisements and publicity; participating in the planning and organization of events and conferences; and liaising with administrative and academic personnel, community members, and external organization personnel. The Coordinator ensures timely website updates and provides accurate information to the community regarding refugee and new Canadian initiatives, programs, events, awards, and/or workshops. Please note: This is a part-time position working 36 hours bi-weekly.

**QUALIFICATIONS:**
- Undergraduate degree and three years related experience in international/community development, intercultural student engagement, retention, and community outreach, or an equivalent combination of education, training, and experience.
- Good knowledge of research related to the refugee and newcomer student experience, intercultural student engagement strategies and retention, and community outreach.
- Excellent organizational, analytical reasoning, problem-solving, and conflict management skills.
- Excellent budget administration skills.
- Excellent interpersonal, communication (both oral and written) and presentation skills.
- Ability to develop and facilitate student-related workshops/programs/events, and training sessions and to work with students in a leadership and/or coaching capacity.
- Ability to establish new relationships with students, staff, and external sponsors and organizations.
- Ability to exercise mature judgment, initiative, diplomacy, and tact.
- Ability to interpret and apply policies.
- Proficient in the use of word processing, database, web-based, and spreadsheet software applications.
- Proficient in the use of desktop publishing/graphics editing and web-based presentation applications (e.g., Adobe Photoshop, In Design, Illustrator, and Prezi).
- Proficient in the use of student information systems and software applications (e.g., PeopleSoft).
- Ability to work flexible hours (e.g., early mornings, evenings, and weekends).
- Ability to arrange suitable transportation and to work at multiple campuses and various work locations.

**SALARY RANGE:** $26,698 - $31,882 per annum

**START DATE:** ASAP

**POSITION END DATE:** May 19, 2017

A detailed resume and cover letter quoting **Competition #178** must be received in our office by **4:30 pm on April 20, 2016**, addressed to the attention of Jennifer Harrington, 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.

*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)