Invites applications for the following position(s):

**COMPETITION NUMBER: 194**

Administrative and Professional Staff (APSA)

Continuing Position

COORDINATOR, INTERNATIONAL GRADUATE STUDENT PROGRAMS, GRADE 8

GRADUATE STUDIES

POSITION NUMBER: 110823

**POSITION OUTLINE:**

The Coordinator, International Graduate Student Programs collaborates cross-functionally with staff in graduate departments and International Services for Students to provide advice on developing, planning, and coordinating programs to support international graduate student recruitment, enrolment management, and student retention. The Coordinator, International Graduate Student Programs advocates on behalf of international graduate students and postdoctoral fellows within the SFU community, and with external stakeholders including Immigration, Refugees and Citizenship Canada (IRCC), Consulates and Embassies located overseas, Service Canada, and relevant provincial and federal government agencies. The incumbent is responsible for managing all aspects of the relationship between SFU, its partner organizations, and students participating in sponsorship programs.

**QUALIFICATIONS:**

- Undergraduate degree and four years of related experience which includes experience in the management of international student recruitment and retention programs and services, or an equivalent combination of education, training, and experience.
- Ability to meet Immigration, Refugees and Citizenship Canada requirements for certification as an Immigration Representative.
- Excellent knowledge of Immigration, Refugees and Citizenship Canada regulations.
- Excellent intercultural communication skills and understanding of cross-cultural relations.
- Excellent recruitment skills.
- Excellent program development and administration skills.
- Excellent interpersonal, communication (oral and written), organizational, problem-solving, and interviewing skills.
- Excellent leadership and group-facilitation skills.
- Excellent mentorship and supervisory skills.
- Ability to exercise mature judgment, initiative, diplomacy, and tact.
- Skilled in the use of student information systems and software applications (i.e., database and word processing).

**SALARY RANGE:**

$57,431 to $68,584 per annum

**START DATE:**

ASAP

A detailed resume and cover letter quoting Competition #194 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.

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