Invites applications for the following position(s):

COMPETITION NUMBER: 339
Administrative and Professional Staff (APSA)
Temporary Position
STUDENT RECRUITER, FRENCH LANGUAGE PROGRAMS, GRADE 7
OFFICE OF FRANCOPHONE AND FRANCOPHILE AFFAIRS (OFFA)
POSITION NUMBER: 119399
REPOST
(If you applied to the original posting, you will be included in this competition.)

POSITION OUTLINE:
The Student Recruiter is responsible for recruiting prospective students to French language programs in the Faculty of Arts and Social Sciences (FASS) and Faculty of Education (FoE) by providing information to individuals or to groups, either on campus or off campus, in a variety of educational, community and professional settings. The Student Recruiter presents information to a broad audience of students from French Immersion, Francophone programs and other selected programs in B.C., and possibly other provinces and territories in Canada. The incumbent of the position provides information and advice regarding admissibility to the university's academic programs and access to financial aid, scholarships, housing and residency, and other student services. The incumbent reports to the OFFA Director and works closely with the OFFA Coordinator, Communications, Marketing and Student Recruitment and the OFFA Associate Directors in FASS and FoE.

QUALIFICATIONS:
• Undergraduate degree and three years of related experience including experience in student recruitment, advising, event management, public speaking, and program marketing, or an equivalent combination of education, training, and experience.
• Fluency in French (both oral and written).
• Good knowledge of university policies and procedures as related to undergraduate admissions, registration, and student services.
• Good knowledge of educational systems at both the secondary and post-secondary levels.
• Good knowledge of the French Cohort Program and French language programs at SFU.
• Some knowledge of the University’s campuses and student services available.
• Excellent oral and written communications skills, both in French and English.
• Excellent public presentation skills.
• Ability to use social media tools for promotion, marketing and outreach.
• Ability to evaluate applicants’ admissibility and to advise them accordingly.
• Ability to exercise tact when communicating with applicants, counselors, parents, and school officials.
• Ability to make logical, appropriate decisions and to demonstrate sound judgment.
• Ability to communicate admissions decisions in a diplomatic but unambiguous manner.
• Ability to handle sensitive public relations issues involving administrative or academic departments outside Student Services.
• Ability to maintain the confidentiality of student data and records.
• Ability to operate within the tight deadlines of a post-secondary environment.
• Ability to arrange suitable transportation to various work locations.
• Proficient in the use of standard office applications (e.g., Word, Excel PowerPoint).

SALARY RANGE: $54,900 to $65,561 per annum
START DATE: August 21, 2017
POSITION END DATE: March 30, 2018

A detailed resume and cover letter quoting Competition #339 must be received in our office by 4:30 pm on July 26, 2017, addressed to the attention of Linda Chan, 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