Invites applications for the following position(s):

COMPETITION NUMBER: **372**

Administrative and Professional Staff (APSA)

Continuing Position

ADMINISTRATIVE COORDINATOR, GRADE 7
INTERNATIONAL SERVICES FOR STUDENTS

POSITION NUMBER: 30393

REPOST

(If you applied to the original posting, you will be included in this competition.)

POSITION OUTLINE:
Reporting to the Director, the Administrative Coordinator provides general operational and administrative support which includes financial, human resource, and information technology service management. The incumbent develops and administers the annual departmental operating budget and oversees the budgets of 21 Field Schools (budgets totaling approximately $2.83M). The Administrative Coordinator prepares and administers contracts and financial reporting to external agencies, e.g., World University Students of Canada (WUSC), Canadian Bureau of International Education (CBIE), and Foreign Affairs, Trade & Development Canada (DFATD). The incumbent advises the Director regarding human management issues and provides overall administrative and operational support for human resource processes. The Administrative Coordinator supervises support staff and also provides mentorship to Co-op students. The incumbent oversees ISS IT management and is responsible for the acquisition and implementation of hardware and software systems for office administration. The Administrative Coordinator ensures the effective administration of the ISS office to provide exceptional services for ISS clients (students) and staff.

QUALIFICATIONS:
- Undergraduate degree in Business Administration and three years of related experience including experience in budget, human resource, and office management, or equivalent combination of education, training, and experience.
- Excellent knowledge of budget management.
- Excellent interpersonal and intercultural communication skills (both oral and written).
- Excellent supervisory skills.
- Excellent client service skills.
- Excellent administrative, organizational and problem solving skills.
- Excellent staff orientation, coaching, and mentoring skills.
- Excellent team skills.
- Ability to maintain strict confidentiality.
- Ability to exercise initiative when performing the duties.
- Ability to exercise tact, diplomacy, and discretionary judgment.
- Ability to interpret and apply policies and procedures.
- Proficient in the use of standard applications and enterprise level information systems, (e.g., Word, Excel, PeopleSoft, FINS, SIMS, etc.).

SALARY RANGE: $54,900 to $65,561 per annum

START DATE: ASAP

A detailed resume and cover letter quoting Competition #372 must be received in our office by 4:30 pm on September 11, 2017, 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