Invites applications for the following position(s):

**COMPETITION NUMBER: 401**

Administrative and Professional Staff (APSA)

Temporary Position

COMMUNICATIONS COORDINATOR, GRADE 6

FACULTY OF ARTS AND SOCIAL SCIENCES - PHILOSOPHY

POSITION NUMBER: 120890

**POSITION OUTLINE:**
The Communications Coordinator is responsible for coordinating the communications and public relations activities for the Department of Philosophy. The incumbent plans and coordinates activities to support community engagement and the recruitment of students to the undergraduate and graduate programs; oversees the maintenance of the website; develops promotional materials and liaises with other SFU departments and services to raise the public profile of the Department; participates in alumni outreach by initiating and maintaining contact with alumni and former faculty, the general public, and related public interest groups; and conducts research on student satisfaction and success post-graduation. Please note: This is a part-time position working 28.8 hours bi-weekly.

**QUALIFICATIONS:**
- Diploma in Marketing or Communications and two years of related experience, including experience in graphic design, event planning or an equivalent combination of education, training and experience.
- Excellent knowledge of communication, public relations and marketing principles and practices.
- Excellent organizational, problem-solving, interpersonal, and communication (oral and written) skills.
- Excellent research, analytical, and project management skills.
- Ability to establish and maintain effective working relationships with students, faculty, staff, administrators and community partners.
- Ability to facilitate discussions and conduct presentations.
- Ability to exercise mature judgment, initiative, diplomacy and tact.
- Ability to arrange transportation to various work locations.
- Proficient in the use of standard office applications, web publishing and graphic design software (e.g., Word, Excel, AEM, Photoshop, InDesign).

**SALARY RANGE:** $20,397 to $24,358 per annum

**START DATE:** ASAP

**POSITION END DATE:** December 22, 2017

A detailed resume and cover letter quoting Competition #401 must be received in our office by 4:30 pm on July 17, 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