Invites applications for the following position(s):

**COMPETITION NUMBER: 424**

Administrative and Professional Staff (APSA)

Continuing Position

CAREER SERVICES ADVISOR, GRADE 7

BEEDIE SCHOOL OF BUSINESS – UNDERGRADUATE PROGRAMS

POSITION NUMBER: 110786

**POSITION OUTLINE:**

Reporting to the Manager, Undergraduate Careers, the Career Services Advisor is responsible for the delivery, implementation and development of career-related services, programs, activities and events that support a student’s transition from University to the world of work. The incumbent is responsible for delivering and supporting career-related programs, services and activities and liaising with external and internal partners within the Beedie School of Business and the community. In addition, the Advisor provides support to the Director and Manager by researching, organizing, implementing and coordinating a range of programs and services supporting the CMC and career-related activities of students within the faculty. The incumbent of the position advises, educates, and assists students with the development and implementation of career and work-search strategies. The position also conducts research; designs, and facilitates workshops; collects data as required, delivers presentations; and coaches students on writing skills and resume preparation. The incumbent of the position works as an integral member of the CMC team.

**QUALIFICATIONS:**

- Undergraduate degree in Business and two years of related experience including experience in recruiting, program development, career advising, employment counseling, event planning, workshop facilitation, and public presentation, or an equivalent combination of education, training, and experience.
- Excellent knowledge of recruitment, career advising, work search strategies, and employment counseling.
- Excellent communication skills (oral, written, and presentation).
- Excellent organizational, decision-making, problem-solving, interpersonal, listening, conflict management, analytical and interpretive skills.
- Ability to develop and facilitate workshops and to deliver presentations.
- Ability to exercise sound judgment when providing individual and group coaching in writing and editing.
- Excellent marketing and promotional skills.
- Ability to conduct research.
- Ability to handle confidential information with discretion.
- Ability to exercise courtesy and diplomacy when dealing with students and prospective employers.
- Ability to work independently and as part of a team.
- Proficient in web-based and computer applications such as Word, Excel, and Internet searches.

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

**START DATE:** ASAP

A detailed resume and cover letter quoting **Competition #424** must be received in our office by 4:30 pm on August 8, 2017, addressed to the attention of Francesca Turrell, 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)