Invites applications for the following position(s):

COMPETITION NUMBER: 425
Administrative and Professional Staff (APSA)
Continuing Position
ADMINISTRATIVE COORDINATOR, GRADE 7
BEEDIE SCHOOL OF BUSINESS
POSITION NUMBER: 121861

POSITION OUTLINE:
The Administrative Coordinator coordinates administrative activities and processes related to the academic personnel process and works in consultation with the supervisor to provide policy and procedural information and advice to the Dean, Associate Deans, and the Chair, Tenure and Promotion Committee (TPC). Conducts policy and procedural research; gathers, compiles, and analyzes data (e.g., financial) and information from various sources; and presents recommendations to support decision-making and contribute to short- and long-range planning. Manages the administrative support system for the office. Provides project coordination and support for the Dean’s Office on a variety of special projects.

QUALIFICATIONS:
- Bachelor’s degree in Business or related discipline and three years of related experience, including experience in the coordination of complex administrative processes, and working with senior level administrators, or an equivalent combination of education, training, and experience.
- Excellent knowledge of post-secondary academic and administrative policies, procedures, and services.
- Good knowledge of database design concepts.
- Excellent time management, decision-making, problem-solving, organizational, and analytical reasoning skills.
- Excellent interpersonal and communication (verbal and written) skills.
- Excellent administrative and project coordination skills.
- Excellent budget administration skills.
- Excellent data analysis skills using multiple data sources and the ability to present data/reports in effective ways.
- Ability to research, understand and apply policies and procedures.
- Ability to maintain strict confidentiality, and exercise initiative, diplomacy, and discretionary judgment.
- Ability to guide and provide training to new academic administrators regarding complex administrative processes.
- Ability to work independently, establish priorities and to accomplish objectives.
- Ability to delegate administrative tasks/activities and provide work direction to other clerical staff.
- Proficient in the use of a variety of word-processing, database, and spreadsheet applications and enterprise level information systems (e.g., Word, PeopleSoft, Excel, Confluence).

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

A detailed resume and cover letter quoting Competition #425 must be received in our office by 4:30 pm on July 24, 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.

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