Invites applications for the following position(s):

**COMPETITION NUMBER: 426**

Administrative and Professional Staff (APSA)

**Continuing Position**

**MANAGER, UNDERGRADUATE CAREERS, GRADE 10**

**BEEDIE SCHOOL OF BUSINESS – UNDERGRADUATE PROGRAMS**

**POSITION NUMBER: 1707**

**POSITION OUTLINE:**

The Manager, Undergraduate Careers leads the development and implementation of career education programs and services for undergraduate students and alumni within the Career Management Centre (CMC) for the Beedie School of Business (Beedie). Promotes CMC services to the business community and develops new relationships with prospective local, national and international employers. Represents the School in generating new business and initiative opportunities with top employers. Participates in the ongoing development of curriculum for courses offered in Beedie’s Undergraduate programs.

**QUALIFICATIONS:**

- Master’s degree in Business Administration, Industrial-Organizational Psychology, or career development/education related discipline, and three years of experience in career services, corporate recruiting of university students or a business function dealing with career services, human resources, etc.; or an equivalent combination of education and experience.
- Excellent knowledge of higher education theories and practices, such as student and career development, and the unique needs of undergraduate students.
- Good knowledge of business functional areas or industries (i.e., marketing, technology, finance, banking, consulting, etc.).
- Excellent public speaking, interpersonal, and communication (verbal, written, and presentation) skills.
- Excellent customer service, interpersonal, organizational, facilitation, training, and teamwork skills.
- Ability to design, implement, assess and evaluate career education programs and services.
- Ability to develop metrics and evaluation systems, and evaluate the effectiveness of programs and services.
- Ability to collaborate with, and provide coaching and advising services to highly demanding clients.
- Ability to develop and sustain relationships with individuals from a wide variety of social, ethnic and economic backgrounds (ranging from CEOs to potential students).
- Ability to lead multiple team projects.
- Ability to interact with corporate recruiters and facilitate successful recruitment of students.
- Ability to work under pressure, plan ahead by anticipating problems and forecasting outcomes, and deal with difficult individuals while maintaining composure.
- Good knowledge of marketing best practices.
- Proficiency with data collection and analysis, including an understanding of database systems and the use of online technology.

**SALARY RANGE:** $68,423 to $81,710 **per annum**

**START DATE:** ASAP

A detailed resume and cover letter quoting Competition #426 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](http://www.sfu.ca/jobpostings)