Invites applications for the following position(s):

COMPETITION NUMBER: 429
Administrative and Professional Staff (APSA)
Temporary Position
UNDERGRADUATE ADVISOR, GRADE 6
FACULTY OF APPLIED SCIENCES – OFFICE OF THE DEAN
POSITION NUMBER: 114461

POSITION OUTLINE:
As a member of the Applied Sciences Affairs Unit, advises potential and registered undergraduate students of the academic requirements for the Faculty of Applied Sciences degree programs and provides administrative support for all aspects of the undergraduate program, including administering the undergraduate registration process and screening applications for undergraduate study. Assists students and provides advice with respect to regarding sequence of courses and pre-requisites and related decisions. Assists with the coordination and preparation of community engagement and recruitment activities and attends recruitment events to represent the department and provide information regarding Faculty of Applied Sciences degree programs. Monitors changes to University academic and administrative policies, interviews students on academic probation and coordinates the articulation of post-secondary transfer credit requests. Please note: This position will work at both SFU Burnaby and SFU Surrey.

QUALIFICATIONS:
- Undergraduate degree in Social Sciences, Sciences, Humanities, Arts or Applied Sciences and three years of related experience in post-secondary program advising and registration services OR an equivalent combination of education, training and experience.
- Excellent organizational and problem-solving skills.
- Excellent interpersonal, and communication (oral and written) skills.
- Excellent administration, coordination and event planning skills.
- Ability to use of standard office applications, spreadsheet and database applications, and standard information systems (e.g., Word, Excel, Access, PeopleSoft, SIMS, Tableau, CourSys, etc.) at an intermediate level.
- Ability to communicate cross-culturally effectively.
- Ability to work flexible hours (i.e., evenings and weekends).
- Ability to work at multiple campuses.
- Ability to arrange suitable transportation to various work locations.

SALARY RANGE: $50,994 to $60,896 per annum
START DATE: ASAP
POSITION END DATE: August 31, 2018

A detailed resume and cover letter quoting Competition #429 must be received in our office by 4:30 pm on July 24, 2017, addressed to the attention of Bela Barros, 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