Invites applications for the following position(s):

COMPETITION NUMBER: 446

Administrative and Professional Staff (APSA)

Continuing Position

MANAGER, STUDENT RECRUITMENT AND TRANSITION, GRADE 8

STUDENT RECRUITMENT AND TRANSITION

POSITION NUMBER: 31919

POSITION OUTLINE:
Reporting to the Director, Student Recruitment & Transition, the Manager, Student Recruitment & Transition is a member of the Student Recruitment and Transition unit's management team, and provides assistance in the conceptualizing, designing and development of programming that meets the needs of students from the prospective stage through to their first semester. The incumbent is responsible for supporting the strategic development of, and managing the implementation and operation, of all programming within the Student Recruitment and Transition unit which includes:

- The identification and recruitment of more than 6000 new undergraduate students to all Faculties and academic programs at the University annually.
- Assisting the successful transition of new students into the University and supporting new students through the successful completion of their initial terms of study at Simon Fraser University.
- A combination of these activities in support of strategic student groups, such as International, Student-Athletes, and First Nations students, and other institutional priorities.

The Manager is a key contributor to ensuring the Student Success and Strategic Support Division achieves Student Services' Strategic Enrolment Management (SEM) recruitment and retention objectives, and most significantly, meets the Institution's annual new student enrolment targets for both domestic and international students. The incumbent assists with the management of administration, budget, and human resources within the unit.

Please note: There is an Identified Departmental Candidate.

QUALIFICATIONS:

- Bachelor’s degree in Arts and five years of related management experience, which includes experience in student recruitment, student development, academic advising, strategic enrolment management or student services, or an equivalent combination of education, training and experience.
- Excellent knowledge of University policies and regulations related to academic advising, enrolment management and student services.
- Good knowledge of the developmental, learning and transition needs of students.
- Excellent knowledge of the secondary and post-secondary education system (both national and international).
- Excellent planning, organizational, and administrative skills.
- Excellent leadership, interpersonal, communication (oral, written, and presentation), and human resource management skills.
- Excellent analytical, problem-solving skills and conflict resolution skills.
- Excellent program development, implementation, and evaluation skills.
- Good statistical analysis and reporting skills.
- Ability to work in a fast-paced and dynamic environment and exercise a high level of tact, diplomacy, and discretion.
- Proficient in the use of standard office applications, enterprise-level information systems (e.g., database, spreadsheet, PeopleSoft), and business process design.
- Ability to arrange suitable transportation to various work locations.
- Functional fluency in a language other than English.
A detailed resume and cover letter quoting Competition #446 must be received in our office by 4:30 pm on July 26, 2017, addressed to the attention of Deborah Walker, 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