Invites applications for the following position(s):

**COMPETITION NUMBER: 448**

Administrative and Professional Staff (APSA)

Temporary Position

ADMINISTRATOR, STUDENT ADVISING AND RECRUITMENT, GRADE 7
OFFICE OF FRANCOPHONE AND FRANCOPIHLE AFFAIRS (OFFA)

POSITION NUMBER: 97500

**POSITION OUTLINE:**
Reporting to the Director, Office of Francophone and Francophile Affairs (OFFA), and to the Manager, OFFA, for timekeeping purposes, and working under the Associate Director, OFFA-Faculty of Arts & Social Sciences (FASS), the Administrator, Student Advising and Recruitment provides academic advice and administrative support to registered students in the Program in Public and International Affairs (French Cohort Program) by managing the annual operating budget; assisting in the development, planning, and execution of instructional and conference budgets; participating in course planning and scheduling; monitoring the registration activity each semester; administering the undergraduate registration process, programs of study, and graduation activities; coordinating the articulation of post-secondary transfer credit requests and student exchange transfer requests; contributing to primarily on-campus recruiting activities; and providing a large range of general operational and administrative support for the program.

**QUALIFICATIONS:**
- Undergraduate degree and two years of related experience in financial administration, student advising and student recruitment, or an equivalent combination of education, training, and experience.
- Fluent in French and English (both oral and written).
- Excellent organizational, analytical reasoning, problem-solving, and conflict-management skills.
- Excellent interpersonal communication (oral and written) and presentation skills.
- Excellent financial administration skills.
- Proficient in the use of web-based and software applications (i.e., student information system, financial system, database, spreadsheet, presentation, and word processing).
- Ability to exercise mature judgment, initiative, diplomacy and tact.

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

**START DATE:** October 23, 2017

**POSITION END DATE:** December 20, 2019

A detailed resume and cover letter quoting Competition #448 must be received in our office by 4:30 pm on August 2, 2017, addressed to the attention of Linda Chan, 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