Invites applications for the following position(s):

COMPETITION NUMBER: 449
Administrative and Professional Staff (APSA)
Continuing Position
ASSOCIATE DIRECTOR, ATHLETICS, GRADE 12
ATHLETICS AND RECREATION - ADMINISTRATION
POSITION NUMBER: 121881

POSITION OUTLINE:
The Associate Director, Athletics provides effective leadership and management of SFU’s National Collegiate Athletic Association (NCAA) Division II varsity athletic program for the Athletics and Recreation department. The Associate Director is responsible for the day-to-day operations of the NCAA varsity program, including game operations, competition schedules and event management; providing leadership to employees and student-athletes by encouraging commitment, professionalism, innovation, business sense and integrity; and creating an environment that encourages both academic and athletic success. The Associate Director is an integral member of the Athletics and Recreation senior management team and represents the University and the Department on university, conference and/or national committees related to varsity athletics.

QUALIFICATIONS:
- Bachelor’s degree in Business Administration or Kinesiology and five years of management experience in a post-secondary athletics program with comprehensive knowledge of practices and policies at the NCAA-level, or an equivalent combination of education, training and experience.
- Excellent knowledge of collegiate sport.
- Excellent project management skills.
- Excellent budget and financial management skills.
- Excellent human resource management, leadership, coaching and team management skills.
- Excellent interpersonal, communication (both verbal and written) and customer service skills with the ability to build relationships and maintain rapport with stakeholders.
- Excellent analytical, reasoning, and problem-solving skills.
- Excellent negotiation and conflict resolution skills.
- Ability to mentor and motivate coaches and athletes.
- Ability to exercise a high level of initiative, diplomacy, tact and independence.
- Proficient in the use of standard office applications and enterprise level information systems.
- Ability to arrange suitable transportation to various work locations.

SALARY RANGE: $79,529 to $94,968 per annum
START DATE: ASAP

A detailed resume and cover letter quoting Competition #449 must be received in our office by 4:30 pm on August 2, 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