Invites applications for the following position(s):

COMPETITION NUMBER: 451

Administrative and Professional Staff (APSA)

Temporary Position

COORDINATOR, GRADUATE PROGRAM ADMISSIONS, GRADE 8

BEEDIE SCHOOL OF BUSINESS – GRADUATE PROGRAMS

POSITION OUTLINE:
Reporting to the Associate Director, the Coordinator, Graduate Program Admissions manages student admissions; processes scholarship; oversees graduate program academic calendar changes and senate submission; supervises support staff; and liaises with the Dean of Graduate Studies Office on administrative improvements. The incumbent acts as the resource person to the Graduate Program committees, including Curriculum, and Graduate Studies Committees, as well as various other ad hoc committees. Please note: This position is located at the Segal School of Business, 500 Granville Street, Vancouver, BC.

QUALIFICATIONS:
- Undergraduate degree in business and four years related experience including experience in student admission, student recruitment, staff supervision, and program/project management, or an equivalent combination of education, training, and experience.
- Excellent communication skills (both oral and written).
- Excellent organizational, interpersonal and conflict management skills.
- Excellent supervisory and mentorship skills.
- Excellent analytical, problem-solving, and organization skills.
- Proficient in the use of database report design and standard office and web applications (word processing, database, and spreadsheet (e.g., Word, Excel, Filemaker, WebCT, eLive, Canvas, Marquis).
- Proficient in the use of enterprise level information management systems (e.g., SIMS, Peoplesoft, Oasis, etc.).

SALARY RANGE: $59,050 to $70,517 per annum
START DATE: ASAP
POSITION END DATE: August 1, 2018

A detailed resume and cover letter quoting Competition #451 must be received in our office by 4:30 pm on August 8, 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