Invites applications for the following position(s):

COMPETITION NUMBER: 460
Administrative and Professional Staff (APSA)
Temporary Position
COORDINATOR, MARKETING AND COMMUNICATIONS, GRADE 6
BEEDIE SCHOOL OF BUSINESS – UNDERGRADUATE PROGRAMS
POSITION NUMBER: 118128

POSITION OUTLINE:
The Coordinator, Marketing & Communications participates in the planning, development, and implementation of marketing and communications initiatives for the Beedie School of Business undergraduate programs, using both traditional and digital marketing and communications vehicles. The incumbent manages the flow of creative and production processes for web and print to ensure efficient and effective outcomes. The incumbent develops content for the undergraduate program website and ensures consistency with Beedie strategies and objectives. Working under the guidance of the Director, Undergraduate Programs, the incumbent facilitates marketing and communications projects by monitoring timelines, communicating with stakeholders, and ensuring project objectives are met. The incumbent ensures that all undergraduate program marketing and communications initiatives enhance both SFU and Beedie brand equity. Please note: This position is located at Harbour Centre, 515 West Hastings Street, Vancouver, BC. This is a part-time position working 14.4 hours bi-weekly.

QUALIFICATIONS:
- Undergraduate degree in Communications, Business Administration, or a relevant discipline, with one year of related experience, or an equivalent combination of education, training, and experience.
- Basic knowledge of marketing principles, practices, and strategies using the web, video, and traditional advertising communications vehicles.
- Good knowledge of web operations and functionality.
- Excellent interpersonal skills.
- Good copy editing skills.
- Excellent communication skills (oral and written).
- Excellent project management skills.
- Excellent organizational, analytical, and problem-solving skills.
- Proficient in the use of word processing database, spreadsheet, Powerpoint, and basic graphic design applications (e.g., Adobe Illustrator, Adobe Photoshop).

SALARY RANGE: $10,198.80 to $12,179.20 per annum
START DATE: ASAP
POSITION END DATE: March 31, 2018

A detailed resume and cover letter quoting Competition #460 must be received in our office by 4:30 pm on August 2, 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