Invites applications for the following position(s):

COMPETITION NUMBER: **464**
Administrative and Professional Staff (APSA)
Continuing Position
MANAGER, ACADEMIC AND ADMINISTRATION SERVICES, GRADE 8
DEPARTMENT OF ARCHAEOLOGY
POSITION NUMBER: 486

**POSITION OUTLINE:**
Reporting to the Department Chair, the incumbent provides administrative and operational oversight for the Department of Archaeology. Provides input and contributes to the department’s operational long-range strategic planning including growth opportunities and short and long term strategic financial planning, in collaboration with the Chair. Manages the departmental operating and project budgets for the department, through the administration of research, specific purpose, and endowment income budgets, proposes and executes the annual instructional and teaching assistant budgets for Burnaby, Surrey and Vancouver. Oversees the provision of academic advice, administrative, admission, and programming services to prospective and registered undergraduate students. Proposes and executes the undergraduate and graduate semesterly course schedules, participates in long-range course planning, monitors undergraduate registration activity, supervises staff, participates as member of undergraduate curriculum committee, provides a range of general operational and administrative support, and in the absence of the academic advisor provides academic advice and administrative support to prospective and registered undergraduate students.

**QUALIFICATIONS:**
- Bachelor’s degree in Arts or Business Administration and four years of related experience which includes financial administration, human resource management, and post-secondary curriculum, planning and coordination OR an equivalent combination of education, training and experience.
- Excellent knowledge of standard university administrative and academic policies and procedures.
- Excellent interpersonal and communication (oral and written) skills.
- Excellent organizational, analytical reasoning, problem-solving, and conflict management skills.
- Excellent oral and written communication skills.
- Excellent editing skills.
- Excellent financial administration skills.
- Excellent supervisory and human resource management skills.
- Skilled in the use of word processing, database, financial accounting, and spreadsheet applications, and standard information systems (e.g., Peoplesoft).
- Ability to work within broad parameters, with frequent interruptions, and meet tight deadlines.
- Ability to exercise sound judgment and initiative.

**SALARY RANGE:** $59,050 to $70,517 per annum
**START DATE:** September 4, 2017

A detailed resume and cover letter quoting Competition #464 must be received in our office by 4:30 pm on August 8, 2017, addressed to the attention of Bela Barros, 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