Invites applications for the following position(s):

**COMPETITION NUMBER: 477**
Administrative and Professional Staff (APSA)
Temporary Position
CO-OP EDUCATION COORDINATOR, GRADE 10
WORK INTEGRATED LEARNING – CENTRAL OPERATIONS
POSITION NUMBER: 112839

**POSITION OUTLINE:**
Markets the Faculty of Applied Science Graduate Co-op Program to employers, students, institutions, and the community. Assists students with learning outcomes and employment skills preparation, including resume, interview, and on-the-job requirements. Participates in the day-to-day administration of the program.

**QUALIFICATIONS:**
- Master’s degree and three years’ related experience, which includes experience with the development and marketing of education related employment opportunities, curriculum program development, instructional design, web-based teaching and learning, and pre-employment and career preparation instruction or an equivalent combination of education, training and experience.
- Excellent knowledge of student development, learning skills theory, research and current employment trends and practices.
- Excellent organizational, communication (oral & written), instructional, problem-solving counselling, and interviewing skills.
- Excellent marketing skills.
- Excellent mentorship, team management and supervisory skills.
- Excellent career planning skills.
- Ability to use a variety of software (e.g., word processing, data base, presentation) and communication technologies for e-learning.
- Ability to arrange suitable transportation to various work locations.

**SALARY RANGE:** $68,423 to $81,710 per annum

**START DATE:** ASAP

**POSITION END DATE:** July 31, 2018

A detailed resume and cover letter quoting **Competition #477** must be received in our office by 4:30 pm on August 8, 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