Invites applications for the following position(s):

COMPETITION NUMBER: 496

Administrative and Professional Staff (APSA)
Temporary Position

COORDINATOR, RECRUITMENT, RETENTION AND ADVISING, GRADE 8
ARTS CENTRAL
POSITION NUMBER: 121958

REPOST
(If you applied to the original posting, you will be included in this competition.)

POSITION OUTLINE:
Reporting to the Director, Strategic Academic Planning and Student Engagement, the Coordinator, Recruitment, Retention and Advising is responsible for the coordination, administration, marketing, budgeting and evaluation of Aboriginal programs and projects for the Interim Aboriginal University Preparation Program (IAUPP). The Coordinator develops and manages the program's strategic student recruitment and retention plan, leads the academic advising services provided to potential students in the program and conducts faculty-wide consultations to enhance interim program offerings and materials available to students. The Coordinator establishes and maintains close working relationships with SFU service units dedicated to Aboriginal programming and support services for Aboriginal students and a wide range of stakeholders. The incumbent demonstrates deep knowledge and respect for the diverse cultural practices of Aboriginal peoples and professional judgment and skills with respect to the administration, promotion and implementation of programs and projects that promote positive social change for Aboriginal people.

QUALIFICATIONS:
- Bachelor's degree in Arts or Social Sciences and four years of related experience in post-secondary program advising, student recruitment and curriculum coordination and administration, or an equivalent combination of education, training and experience.
- Excellent knowledge of Aboriginal secondary and post-secondary education issues.
- Excellent knowledge of Aboriginal issues and opportunities, an affinity and passion for Aboriginal culture, and appreciation of the values and aspirations of Aboriginal peoples.
- Excellent knowledge of, and sensitivity to, diversity, gender, "race", ethnicity, aboriginal, sexual identity and socio-economic issues; knowledge of the needs of a diverse student body, including the needs of students with disabilities and multi-faith communities.
- Good knowledge of communication, promotion, and marketing principles, practices and strategies using print and electronic media, including social media applications.
- Excellent interpersonal and communication (both oral and written) skills.
- Excellent leadership, teamwork and organizational skills.
- Excellent analytical reasoning, problem-solving, negotiation, and conflict management skills.
- Ability to establish and maintain effective working relationships and exercise cultural sensitivity with Aboriginal communities.
- Ability to exercise mature judgment, initiative, diplomacy and tact.
- Ability to arrange suitable transportation to various work locations.
- Proficient in the use of standard office applications and enterprise-level information systems.

SALARY RANGE: $59,050 to $70,517 per annum
START DATE: December 1, 2017
POSITION END DATE: May 31, 2019

A detailed resume and cover letter quoting Competition #496 must be received in our office by 4:30 pm on October 16, 2017, addressed to the attention of Linda Chan, 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