Invites applications for the following position(s):

**COMPETITION NUMBER: 520**

**Administrative and Professional Staff (APSA)**

**Continuing Position**

**PROGRAM MANAGER, FIELD PROGRAMS, GRADE 8**

**FACULTY OF EDUCATION – FIELD PROGRAMS**

**POSITION NUMBER: 64543**

**POSITION OUTLINE:**
Reporting to the Senior Manager, Graduate Studies, the Program Manager, Field Programs manages the delivery and operation of Field Programs in the Faculty of Education including: development and implementation of policies; financial management and the preparation of financial summaries and budget projections; and liaison with other areas in the Faculty and University. Oversees the development, scheduling and monitoring of credit course offering; provides organizational and administrative support for non-credit programs and projects; and supervises support staff. Please note: This position is located at Discovery 1, 8999 Nelson Way, Burnaby, BC.

**QUALIFICATIONS:**
- Bachelor’s Degree in Arts with five years of management experience including financial management and supervisory experience, or an equivalent combination of education, training, and experience.
- Good knowledge of marketing and communications strategies.
- Excellent planning, administrative and budget management skills.
- Excellent supervisory, leadership and coaching skills.
- Excellent interpersonal and communications skills, both written and oral.
- Excellent organizational, analytical reasoning, problem-solving and conflict management skills.
- Ability to exercise mature judgment, initiative, diplomacy, tact and discretion.
- Ability to demonstrate sensitivity to diversity within educational communities.
- Ability to develop and maintain effective working relationships with various stakeholders.
- Ability to work collaboratively as a member of a team.
- Proficient in the use of standard office applications and enterprise-level information systems (e.g., Word, Excel, PeopleSoft).

**SALARY RANGE:** $59,050 to $70,517 per annum

**START DATE:** ASAP

A detailed resume and cover letter quoting **Competition #520** must be received in our office by **4:30 pm on September 5, 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](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](http://www.sfu.ca/jobpostings).