Invites applications for the following position(s):

COMPETITION NUMBER: 521
Administrative and Professional Staff (APSA)
Continuing Position
COORDINATOR, GRADUATE STUDIES, GRADE 8
GRADUATE STUDIES
POSITION NUMBER: 110823

POSITION OUTLINE:
The Coordinator, Graduate Studies provides specialized support (e.g., on development and planning of programs, etc.) to graduate students, supervisors, and staff and acts as a liaison between graduate students and/or graduate programs, and both internal or external resources to resolve graduate student issues. Collaborates cross-functionally with staff in graduate departments and International Services for Students to provide advice on developing, planning, and coordinating programs to support international graduate student recruitment and retention. The Coordinator, Graduate Studies advocates on behalf of graduate students and postdoctoral fellows within the SFU community, and with external stakeholders. The incumbent is responsible for managing all aspects of the relationship between SFU, its partner organizations, and students participating in sponsorship programs.

QUALIFICATIONS:
- Bachelor’s degree in Dispute Resolution/Mediation or Policy Analysis and four years of related experience in cross cultural student support and program support to graduate students, or an equivalent combination of education, training, and experience.
- Excellent knowledge of cultural issues and understanding of cross-cultural relations.
- Excellent program development and administration skills.
- Excellent interpersonal, communication (oral and written), interviewing, and mediation skills.
- Excellent project management, organizational, decision making, time management, and problem-solving skills.
- Excellent leadership, mentorship, supervisory, and group-facilitation skills.
- Ability to sensitively interact and engage individuals from diverse cultural groups as well as individuals at all institutional and governmental levels.
- Ability to successfully conduct research, design surveys, and implement strategic plans.
- Ability to exercise mature judgment, initiative, diplomacy, and tact.
- Ability to build relationships and facilitate collaboration between diverse groups.
- Ability to work in a fast-paced and dynamic environment with a high level of tact, diplomacy, and discretion.
- Ability to use standard information and content management systems; word processing, spreadsheet, and database applications; as well as online and multimedia technologies (e.g., Microsoft Word, Access, Excel, Javascript, HTML, AEM, SIMS) at an intermediate level.
- Ability to use graphic design tools (e.g., Adobe Photoshop, Illustrator, InDesign and Acrobat Pro) at an intermediate level.

SALARY RANGE: $59,050 to $70,517 per annum
START DATE: ASAP

A detailed resume and cover letter quoting Competition #521 must be received in our office by 4:30 pm on September 6, 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