Invites applications for the following position(s):

COMPETITION NUMBER: 523
Administrative and Professional Staff (APSA)
Temporary Position
CONFIDENTIAL ADMINISTRATIVE PROFESSIONAL III, GRADE 5
SFU INTERNATIONAL

POSITION OUTLINE:
Reporting to the Director, oversees the coordination of logistical arrangements (i.e., scheduling meetings, issuing invitations) for visiting international delegations and partnerships to SFU. The incumbent acts as first-line contact for International and National university delegates (i.e., Deans, Associate Deans, Faculty), exercising a high level of tact and diplomacy, obtains relevant information regarding meeting objectives and subject matter, acts as a liaison between external and internal stakeholders. Prepares briefing notes and summaries for review by the Director regarding information related to delegations, partnerships, and proposals by conducting extensive on-line research to gather and compile background information in preparation for meetings between international partners, delegates, and high level SFU stakeholders (i.e., President, Vice President, Deans). Provides assistance to the department Coordinator, International Partnerships and Protocol with logistical arrangements and background research and writing of briefing notes for international delegations abroad. Provides support in the processing of expenditures related to partnerships and delegations and assistance with the on-going maintenance and updating of related web pages and the departmental website.

QUALIFICATIONS:
- Certificate in Business or Administrative Management and four years of directly related experience, which includes experience working in a senior administrative office involving international partnerships and protocol, or an equivalent combination of education, training, and experience.
- Excellent knowledge of cross-cultural issues.
- Excellent organizational and administrative skills including financial administrative skills.
- Excellent interpersonal and cross-cultural communications skills.
- Ability to establish priorities and to accomplish objectives.
- Ability to work flexible hours including evenings and weekends.
- Proficient in the use of word processing, database, and spreadsheet software.

SALARY RANGE: $47,481 to $56,701 per annum
START DATE: ASAP
POSITION END DATE: December 15, 2017

A detailed resume and cover letter quoting Competition #523 must be received in our office by 4:30 pm on August 30, 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