Invites applications for the following position(s):

**COMPETITION NUMBER: 527**

Administrative and Professional Staff (APSA)
Temporary Position

MANAGER, BACK ON TRACK PROGRAM, GRADE 8
ENGAGEMENT AND RETENTION

POSITION OUTLINE:
The Manager, Back on Track Program is responsible for the financial, strategic, and human resource management of Back on Track programs and services for all at-risk undergraduate students at all University campuses. This includes assisting in the overall design, development, implementation, administration and evaluation of Back on Track programs. Working closely with the Associate Director, Student Engagement and Retention, the incumbent liaises with faculties, other units in Student Services, the Student Learning Commons, Library Services, Institutional Research and Planning and all undergraduate program areas across the University to ensure programs and services meet institutional objectives related to academic success and retention. He or she also liaises with other post-secondary institutions that offer similar programs in order to exchange information and to maintain an awareness of developments in the field.

QUALIFICATIONS:
- Undergraduate degree and four years of related management experience which includes direct experience in academic advising, strategic enrollment management and student services or an equivalent combination of education, training and experience.
- Excellent planning, organizational and administrative skills.
- Excellent leadership, interpersonal, communication, judgment, and human resource management skills.
- Excellent analytical and problem-solving skills.
- Excellent conflict resolution skills.
- Familiarity with the practice of program development, implementation and evaluation.
- Familiarity with statistical analysis and reporting.
- Detailed knowledge of university policies and regulations related to academic advising, enrolment management and student services.
- Current knowledge of the developmental, learning and transition needs of university students.
- Skilled in the use of student information systems, e.g., PeopleSoft, and software applications, (e.g., database, spreadsheet) and business process design.
- Ability to arrange suitable transportation to various work locations.

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

**START DATE:** ASAP

**POSITION END DATE:** April 27, 2018

A detailed resume and cover letter quoting **Competition #527** must be received in our office by **4:30 pm on August 30, 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.