Invites applications for the following position(s):

COMPETITION NUMBER: 528
Administrative and Professional Staff (APSA)
Temporary Position
COORDINATOR, COMMUNICATIONS AND MARKETING, GRADE 6
OFFICE OF THE VICE-PRESIDENT RESEARCH, ADMINISTRATION
POSITION NUMBER: 121618

POSITION OUTLINE:
Reporting to the Communications Officer, the Coordinator, Communications and Marketing supports and promotes the implementation of a wide range of marketing, communication and awareness initiatives in the Office of the Vice-President, Research. Develops content for various websites, social media, email marketing (eBlasts), and print marketing initiatives; and assists with writing and editing communications materials. Writes and posts content for social media channels, engages with the VPR Office audiences on social media, analyzes social media metrics, and prepares reports and recommendations for improvements. The Coordinator assists with the planning and execution of a wide range of communication initiatives, including event tactics, logistics and organization, the distribution of print promotional materials, and monthly email marketing initiatives. The Coordinator conceptualizes and organizes events and conferences that help to raise the profile and support the objectives of the VPR office.

QUALIFICATIONS:
- Bachelor’s degree in Communications, Marketing, or related discipline, and two years of related experience, including one year of experience in event planning, or an equivalent combination of education, training, and experience.
- Excellent knowledge of print and electronic media and social media tools.
- Excellent interpersonal and communication (verbal and written) skills.
- Ability to write, proofread and edit news media and social media content into concise and informative digests.
- Ability to maintain a professional manner when interacting with external media partners as well as faculty and staff contacts.
- Ability to function effectively in a fast-paced, deadline-driven environment.
- Proficient in the use of standard word processing and spreadsheet applications, and graphic design and web development software (e.g., Adobe Creative Suite).

SALARY RANGE: $50,994 to $60,896 per annum
START DATE: ASAP
POSITION END DATE: December 20, 2019

A detailed resume and cover letter quoting Competition #528 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