Invites applications for the following position(s):

**COMPETITION NUMBER: 531**

Administrative and Professional Staff (APSA)
Temporary Position
COMMUNICATIONS OFFICER, GRADE 8
GRADUATE STUDIES
POSITION NUMBER: 108946

**POSITION OUTLINE:**
The Communications Officer provides leadership in communication initiatives for Graduate Studies to enhance the recruitment and retention of high caliber graduate students in graduate programs at Simon Fraser University. The incumbent of the position plays a key role in promoting Graduate Studies programs to its stakeholders including Student Services, and faculty graduate programs. The Communications Officer researches, analyzes, and disseminates information on graduate programs and services for 70 graduate programs across 50 academic units, 8 Faculties, and 3 campuses. The incumbent of the position liaises with faculties and academic departments to assist them in the development and implementation of communications to recruit students to their graduate programs. The Communications Officer prepares and disseminates quality promotional materials and collaborates with professional staff in Public Affairs & Media Relations in the publication of communications to highlight the achievements of graduate students or graduate programs, and to promote Simon Fraser University as a premier institution for graduate studies in the highly competitive global market of graduate student recruitment. The Communications Officer develops and implements initiatives to: raise faculty, staff, and student awareness of graduate programs and services within SFU; position SFU as a research-intensive institution on the global stage particularly with regard to promoting the achievements of graduate students; raise the profile of SFU graduate programs locally, nationally and internationally; increase the quality and quantity of students admitted to graduate programs at SFU; enhance communications internally among graduate programs, faculty, students and staff; and integrate media and communication activities for the Office of Graduate Studies.

**QUALIFICATIONS:**
- Undergraduate degree in Communications/Journalism, or other related field, with three years of related professional experience including experience in the development and implementation of communications strategies, or an equivalent combination of education, training, and experience.
- Excellent knowledge of communications principles, practices and techniques.
- Excellent knowledge of print and electronic media, desktop publishing applications and databases, including web, wireless and content-management technologies.
- Excellent knowledge of current website technologies, authoring languages and tools, (e.g., Adobe Photoshop, Illustrator, ImageReady, InDesign, and Acrobat; Macromedia Dreamweaver, BBEdit; Access, SQL; programming languages (e.g., Javascript, HTML, CGI), and streaming and multimedia technologies.
- High level of creativity with the ability to conceive, design, and development of stories, features, reports, newsletters, etc.
- Ability to identify, research, and develop promotional articles and communications materials.
- Ability to work collaboratively to maintain effective working relationships with professional staff in Public Affairs & Media Relations, senior academic administrators, and other administrative staff within the University.
- Excellent writing, copy editing and layout skills.
- Excellent communication skills (oral and written).
- Excellent interpersonal, analytical reasoning, problem-solving, time management, strategic planning, project management, and organizational skills.

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

**START DATE:** ASAP

**POSITION END DATE:** September 28, 2018

A detailed resume and cover letter quoting Competition #531 must be received in our office by 4:30 pm on August 30, 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_