Invites applications for the following position(s):

COMPETITION NUMBER: 534
Administrative and Professional Staff (APSA)
Temporary Position
ADMISSIONS RECRUITER, GRADE 7
ADMISSIONS
POSITION NUMBER: 116886

POSITION OUTLINE:
Evaluates applications for admission and transfer credit at a professional level involving judgments based on complex criteria. On a rotating basis, monitors the process of Diverse Qualifications applicants; prepares a report for the Diverse Qualifications Admissions Committee; and attends their meetings as a resource person. Participates in the recruitment of new students to the University by providing information to individuals or to groups either on campus or off campus in a variety of educational, community and professional settings. Communicates information to a broad audience regarding admissibility to academic programs, the receipt of financial aid, scholarships, residence places and other services, which act as major factors in the choice of post-secondary institution. Works closely with other members of the University’s student recruitment team and contributes to the development of admissions policies and procedures, entrance scholarships and relevant information systems development. Participates with on-campus events as part of the recruitment strategy. Please note: There is an Identified Departmental Candidate.

QUALIFICATIONS:
- Undergraduate degree with three years of related experience or an equivalent combination of education, training, and experience.
- In-depth knowledge of Canadian and international secondary and post-secondary educational systems.
- Excellent communication skills, both written and oral, as well as an ability to exercise diplomacy and tact when administering University policies.
- Strong, analytical, computational, and problem-solving skills.
- Ability to work independently and effectively with minimum supervision.
- Ability to exercise mature judgment and initiative.
- Excellent interviewing and public speaking skills.
- Excellent organizational skills.
- Proficient in the use of a variety of software database, spreadsheet, word processing, and presentation applications (e.g., Filemaker Pro, Excel, Word, PowerPoint).
- Good internet skills.
- Understanding of cross-cultural relations.
- Working knowledge of French or another language.
- Ability to travel and ability to arrange suitable transportation for local travel.

SALARY RANGE: $54,900 to $65,561 per annum
START DATE: ASAP
POSITION END DATE: March 30, 2018

A detailed resume and cover letter quoting Competition #534 must be received in our office by 4:30 pm on September 5, 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