Invites applications for the following position(s):

COMPETITION NUMBER: 543
Administrative and Professional Staff (APSA)
Temporary Position
COURSE EVALUATION SYSTEMS SPECIALIST, GRADE 9
TEACHING AND LEARNING CENTRE
POSITION NUMBER: 122181

POSITION OUTLINE:
Reporting to the Manager, Assessment and Course Evaluation, the Course Evaluation Systems Specialist provides ongoing assistance and backup to the Manager and is responsible for coordinating the configuration and programming of Student Evaluation of Teaching and Courses (SETC) course projects across all Faculties, Schools, and departments. The Course Evaluation Systems Specialist maintains regular communication with all stakeholders; monitors analytics on the current functioning of the system; and manages the online system (i.e., customizes the evaluation forms for departments and divisions; troubleshoots; provides support to instructors; and oversees report generation and helps to run reports, etc.). The incumbent configures and programs course projects across all Faculties, Schools, and departments. The Course Evaluation Systems Specialist verifies and amends course-related data received from student information and other data sources and information from Faculties, Schools, and departments. The incumbent works with the central SETC team to support incoming Faculty, School, and departmental implementation processes and assists with the consultation process for bringing new academic units on to the SETC system.

QUALIFICATIONS:
- Undergraduate degree in Computing Science, Statistics, or a related field and three years of related experience including systems administration, technical support, and programming, or an equivalent combination of education, training, and experience.
- Knowledge of assessment and course evaluations (e.g., course evaluation system Blue).
- Excellent online systems administration skills.
- Excellent oral and written communication skills (including technical writing skills).
- Excellent customer service, interpersonal, teamwork, and mentorship skills.
- Excellent project management, analytical reasoning, problem-solving, time management, and organizational skills.
- Ability to maintain confidentiality, exercise mature judgment, diplomacy and discretion.
- Ability to understand and apply policies and procedures.
- Ability to maintain attention to detail.
- Ability to work well independently and collaboratively as part of a multidisciplinary team.
- Ability to arrange suitable transportation to various work locations.

SALARY RANGE: $63,531 to $75,864 per annum
START DATE: October 2, 2017
POSITION END DATE: March 31, 2018

A detailed resume and cover letter quoting Competition #543 must be received in our office by 4:30 pm on September 20, 2017, addressed to the attention of Linda Chan, 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