Invites applications for the following position(s):

COMPETITION NUMBER: 545
Administrative and Professional Staff (APSA)
Continuing Position
DIGITAL CONTENT MANAGER, GRADE 8
SCHOOL OF COMMUNICATION
POSITION NUMBER: 121986

POSITION OUTLINE:
The Digital Content Manager identifies, plans, coordinates and manages strategic social media and digital communications for the School of Communication. The Manager develops and implements communications materials for the School’s website, social media channels, and other online sites; ensures consistency in the identification and implementation of key messages; and engages relevant audiences with regular content updates.

QUALIFICATIONS:
- Bachelor’s degree in Communication, Digital Media, Marketing, or related discipline and two years of related experience in social media, digital content creation, marketing or an equivalent combination of education, training and experience.
- Excellent knowledge of web design principles and current trends; content management systems; and best practices for organizing and tagging content for the web environment.
- Excellent knowledge of web analytic services (i.e., Google Analytics).
- Excellent interpersonal and communication (verbal and written) skills, with the ability to network and develop effective working relationships.
- Excellent project management skills, including leading projects, communicating project statuses, and completing deliverables.
- Excellent writing, editing and proofreading skills, including writing for web.
- Excellent quantitative analysis skills.
- Excellent time-management and organizational skills.
- Proactive, with excellent problem-solving and leadership skills.
- Ability to translate project requirements into analytics solutions.
- Ability to exercise mature judgement, initiative and independence in setting and accomplishing goals and priorities.
- Ability to research, design and evaluate communications plans.
- Ability to manage content on social media platforms such as Facebook, LinkedIn, Twitter, YouTube, Instagram, and Flickr.
- Ability to demonstrate innovation in the use of website technology, platforms and tools (e.g., Adobe Photoshop, Illustrator, Image Ready, InDesign, Final Cut Pro, HTML, CSS and Adobe CQ).
- Ability to work independently.
- Ability to work on multiple projects simultaneously and meet project deadlines.

SALARY RANGE: $59,050 to $70,517 per annum
START DATE: ASAP

A detailed resume and cover letter quoting Competition #545 must be received in our office by 4:30 pm on September 13, 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.