Invites applications for the following position(s):

**COMPETITION NUMBER: 546**

**Administrative and Professional Staff (APSA)**

**Temporary Position**

**MANAGER, INTERNATIONAL PROGRAMS, GRADE 8**

**BEEDIE SCHOOL OF BUSINESS**

**POSITION NUMBER: 122047**

**POSITION OUTLINE:**
The Manager, International Programs oversees the operation and promotion of Undergraduate and Graduate student international programs within the Beedie School of Business, Office of International Programs. The Manager implements Beedie’s partnership agreements, contracts, and protocol; develops and manages the operation of supportive programming and services (e.g., pre-departure, retention, re-entry, arrival orientation and peer support) for participants in international programs; and serves as a strategic resource for identifying international programming and partnering opportunities. **Please note: This position will work at both SFU Burnaby and at the Segal School of Business, 500 Granville Street, Vancouver, BC.**

**QUALIFICATIONS:**
- Bachelor’s degree in Business, International Studies, Education, or related discipline and four years of related experience, including program and financial administration, event planning, or an equivalent combination of education, training, and experience.
- Excellent knowledge of best practices in international mobility programming.
- Excellent knowledge of inter-culturalism.
- Good knowledge of international program development issues and protocols.
- Excellent leadership, interpersonal, negotiation, consensus-building, conflict management, cross-cultural relationship, and problem-solving skills.
- Excellent financial management and project coordination skills.
- Excellent interpersonal and communication (verbal, written and presentation) skills.
- Proficient in the use of student information systems and standard office applications (e.g., MS Office).
- Ability to deliver effective advisory services to students.
- Ability to exercise a high level of diplomacy and intercultural competence.
- Ability to work occasional evenings and weekends as required.
- Ability to travel internationally to attend work-related events and conferences.

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

**START DATE:** ASAP

**POSITION END DATE:** September 5, 2018

A detailed resume and cover letter quoting **Competition #546** must be received in our office by **4:30 pm on September 18, 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](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](http://www.sfu.ca/jobpostings)