Invites applications for the following position(s):

**COMPETITION NUMBER: 566**

Administrative and Professional Staff (APSA)

Continuing Position

STUDENT ADVISOR RECRUITER, GRADE 7

STUDENT RECRUITMENT AND TRANSITION

POS

POSITION OUTLINE:
The Student Advisor/Recruiter provides advising, recruitment, and liaison services to well-qualified prospective students interested in enrolling in undergraduate programs at Simon Fraser University. Participates in the planning and execution of recruiting services and advising sessions in a variety of educational, community, and professional settings domestically and internationally through individual school visits, attendance at education fairs, and other educational and professional settings. The incumbent provides support for faculty and department specific recruitment initiatives through targeted activities. The incumbent also provides advice and/or information on university admission regulations and procedures, tuition fees, study permit requirements, transfer credits, housing, student services, etc., for prospective undergraduate students and other key stakeholders. The incumbent of this position also acts as a referral agent to services offered by Student Services departments, including Financial Aid and Awards, International Services for Students, Career Services, Counseling Services, Cooperative Education, and other departments. The incumbent will also assist with New Student Enrolment and Transition programs that span from the prospective and pre-arrival stage to the initial term for all new students. Please note: There is an Identified Departmental Candidate.

QUALIFICATIONS:

- Undergraduate degree and three years of related experience including experience in academic advising or student recruitment and the supervision of staff, or an equivalent combination of education, training, and experience.
- Good knowledge of post-secondary regulations and academic requirements.
- Excellent analytical and problem-solving skills and demonstrated attention to detail.
- Familiarity with the administration of student applications to the University.
- Exceptional interpersonal skills.
- Excellent communication skills (oral, written, and presentation).
- Excellent organizational skills.
- Ability to exercise mature judgment, diplomacy, sensitivity, and tact.
- Ability to supervise staff.
- Familiarity with on-line modes of communication and learning, including the use of webinars, Twitter, Facebook, Pinterest, and Foursquare.
- Proficient in the use of enterprise level information systems (e.g., SIMS, Peoplesoft).
- Proficient in the use of word processing, database, presentation, spreadsheet, and scheduling applications (e.g., Word, Excel, Powerpoint, Filemaker Pro, and Keynote).

SALARY RANGE: $54,900 to $65,561 per annum

START DATE: ASAP

A detailed resume and cover letter quoting Competition #566 must be received in our office by 4:30 pm on September 20, 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.