Invites applications for the following position(s):

COMPETITION NUMBER: 591

Administrative and Professional Staff (APSA)
Temporary Position

SENIOR FUNCTIONAL ANALYST, GRADE 9
STUDENT SERVICES – INFORMATION, RECORDS AND REGISTRATION SERVICES

POSITION OUTLINE:
The Senior Functional Analyst, Information, Records & Registration, provides operational support to systems users in different business areas of Student Enrollment. The incumbent takes a lead role in the investigation and troubleshooting of SIMS issues; and conducts and facilitates application testing as related to bundles and maintenance pack as well as other configuration and software changes. The Senior Functional Analyst develops test scenarios, runs test scripts, and analyzes outcomes to assess changes; researches, analyzes, and identifies opportunities to improve business processes and efficiencies; reviews system configurations; and recommends changes to the configuration of modules and/or tables. The incumbent works collaboratively with the Associate Registrar, the Director, Business & Policy Analysis, and members of the Business & Policy Analysis team, on systems, business, and policy-related projects within the Registrar’s Office (e.g., research and evaluation of institutional and Registrar’s Office policies and procedures; review and reengineering of Registrar’s Office business processes; and evaluation and implementation of technological solutions including systems improvements/modifications and new systems). The incumbent participates in the development and delivery of training for members of the University community in matters related to the Registrar’s Office by: documenting existing practices, procedures, policies, and knowledge within the Registrar’s Office; designing, developing, and maintaining learning outcomes, training programs, and training materials; coordinating the delivery of training and evaluating learning outcomes; and liaising with administrative personnel in the Registrar’s Office, Student Services, and academic units to support the development and delivery of training programs.

QUALIFICATIONS:
- Undergraduate degree in a quantitative science, business administration, or a related discipline with three years of related experience including experience investigating systems problems and errors; the configuration of system modules; business process review; and the development and coordination of training programs, or an equivalent combination of education, training, and experience.
- Good knowledge of a range of student services business functions.
- Excellent knowledge of manual to automated business process and work-flow redesign.
- Excellent customer service and interpersonal skills.
- Excellent organizational skills.
- Excellent group facilitation and training skills.
- Excellent communication skills (oral, written, and presentation).
- Excellent analytical reasoning and problem-solving skills.
- Demonstrated skill in designing database applications for standard business processes.
- Proficient in the use of word processing, database, presentation, and spreadsheet applications.
- Proficient in the use of enterprise student information systems.
- Ability to work collaboratively in a team environment.
- Ability to exercise mature judgment, initiative, diplomacy, and tact.
- Ability to analyze and resolve problems quickly, efficiently, and collaboratively.

SALARY RANGE: $63,531 to $75,864 per annum
START DATE: ASAP
POSITION END DATE: July 31, 2018

A detailed resume and cover letter quoting Competition #591 must be received in our office by 4:30 pm on October 4, 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