Invites applications for the following position(s):

**COMPETITION NUMBER: 592**

**Administrative and Professional Staff (APSA)**

**Temporary Position**

**MANAGER, ACADEMIC AND ADMINISTRATIVE SERVICES, GRADE 9**

**SCHOOL OF CRIMINOLOGY**

**POSITION NUMBER: 7041**

**POSITION OUTLINE:**

Reporting to the Director, School of Criminology, the Manager, Academic & Administrative Services manages the annual operating budgets for the School of Criminology and Applied Legal Studies and supervises the administration of research grants and contracts. The incumbent develops, plans, and prepares instructional, teaching assistant, and conference budgets. The incumbent oversees the provision of academic advice, administrative, admission, and programming services to prospective and registered undergraduate students. The incumbent participates as a member of the School's Executive and Appointment Committees, Undergraduate and Graduate Curriculum Committees and M.A. in Applied Legal Studies Committee. The Manager supervises professional and clerical staff supporting both School and Research Centres and Institutes. The incumbent provides a range of general operational and administrative support for the School, twelve major Research Institutes and Centres and the Notaries Society. The Manager participates in the development and implementation of strategies to promote and support internal and external community engagement.

**QUALIFICATIONS:**

- Undergraduate degree and five years of related experience including experience in financial administration, human resource management, supervision and post-secondary curriculum advising, planning and coordination OR an equivalent combination of education, training and experience.
- Excellent knowledge of financial administration and experience in forecasting and budget management.
- Excellent human resources management and supervisory skills.
- Ability to work independently and to coordinate the work of others to meet assigned objectives.
- Excellent organizational, analytical reasoning, problem-solving, and time management skills.
- Ability to maintain strict confidentiality, exercise initiative, diplomacy and discretionary judgment.
- Excellent consensus building and consultative decision-making skills.
- Excellent interpersonal and communication skills (both oral and written).
- Skilled in the use of Enterprise level information systems covering financial and student records (FINS, HAP, FAST and SIMS); word processing, database and spreadsheet software.
- Intermediate knowledge of web design software systems and presentation applications.
- Knowledge of University policies and procedures and applicable provision of collective agreements (i.e., CUPE, TSSU) and an ability to interpret and apply policy and procedures.
- Good working knowledge of multi-level security and electronic access systems.

**SALARY RANGE:** $63,531 to $75,864 per annum

**START DATE:** ASAP

**POSITION END DATE:** July 27, 2018

A detailed resume and cover letter quoting Competition #592 must be received in our office by **4:30 pm on October 4, 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](http://www.sfu.ca/jobpostings)