Invites applications for the following position(s):

COMPETITION NUMBER: 594

Administrative and Professional Staff (APSA)
Continuing Position

COMMUNICATIONS ANALYST, CONTENT PRODUCTION AND DISTRIBUTION, GRADE 7
EXTERNAL RELATIONS – COMMUNICATIONS AND MARKETING
POSITION NUMBER: 120145

POSITION OUTLINE:
The Communications Analyst, Content Production & Distribution is the principal point of contact and advisor regarding all requests for content production and distribution on SFU’s communications channels. The Communications Analyst is responsible for consulting with clients and stakeholders to gather information and establish objectives for content development, planning and developing project timelines for content deliverables, assisting with the production and managing the distribution process on the communications channels. The Communications Analyst provides support in developing and streamlining processes to improve workflow and production for content distribution across SFU and informs content selection through integrated metrics and reporting to advance the priorities of University Communications. Please note: This position will work at SFU Burnaby and SFU Vancouver.

QUALIFICATIONS:
- Bachelor’s degree in Arts or Communications and four years of related experience, including editorial or project management experience working with complex workflows and multiple stakeholders, or an equivalent combination of education, training, and experience.
- Excellent knowledge of digital content production and distribution for multiple channels.
- Excellent knowledge of the principles of the editorial process and workflow for digital publishing.
- Excellent organizational, time management and project management skills.
- Excellent problem solving and conflict resolution skills.
- Excellent presentation and public speaking skills.
- Excellent leadership, motivational, and team building skills.
- Ability to build collaborative relationships and to influence others with solid, well-reasoned advice.
- Ability to exercise mature judgment, initiative, tact and diplomacy.
- Proficient in the use of standard office applications, web analytics, new media software and content management systems (e.g., MS Office, Google Analytics, Hootsuite).
- Ability to arrange suitable transportation to various work locations.

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

START DATE: ASAP

A detailed resume and cover letter quoting Competition #594 must be received in our office by 4:30 pm on October 4, 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