Invites applications for the following position(s):

COMPETITION NUMBER: 599
Administrative and Professional Staff (APSA)
Continuing Position
MANAGER, ACADEMIC AND ADMINISTRATIVE SERVICES, GRADE 8
SCHOOL OF COMMUNICATION
POSITION NUMBER: 535
(REPOST)
(If you applied to the original posting, you will be included in this competition.)

POSITION OUTLINE:
The Manager, Academic and Administrative Services provides operational, financial and administrative management of the School of Communication. The Manager contributes to the development of new initiatives, policies and administrative procedures that benefit and/or enhance the profile of the School. The Manager oversees the administration of research grants and contracts for faculty; directs all activities related to course offerings and curriculum; and oversees the appointment and evaluation of instructors and other teaching staff.

QUALIFICATIONS:
- Bachelor’s degree in Communication, Arts or Business Administration and five years of related experience including experience in financial administration, staff supervision, and post-secondary curriculum planning and co-ordination, or an equivalent combination of education, training and experience.
- Good knowledge of University policies and procedures.
- Proficient in the use of spreadsheet, database and word processing applications.
- Excellent interpersonal and communication (verbal, written and presentation) skills.
- Excellent organizational, time-management, and problem-solving skills.
- Excellent leadership, supervisory and mentoring skills.
- Ability to exercise initiative.
- Ability to exercise tact and diplomacy with all levels of the University community and with the general public.

SALARY RANGE: $59,050 to $70,517 per annum
START DATE: ASAP

A detailed resume and cover letter quoting Competition #599 must be received in our office by 4:30 pm on November 16, 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