Invites applications for the following position(s):

**COMPETITION NUMBER: 612**

Administrative and Professional Staff (APSA)

Temporary Position

ASSOCIATE DIRECTOR, STUDENT ENGAGEMENT AND RETENTION, GRADE 10

STUDENT ENGAGEMENT AND RETENTION

POSITION NUMBER: 105640

**POSITION OUTLINE:**
The Associate Director, Student Engagement and Retention is responsible for the strategic development, implementation, and operation of engagement and retention programs and services for undergraduate students within all Faculties at all University campuses. The Associate Director assists in the overall design, development, implementation, administration, and evaluation of engagement and retention programs. Working in collaboration with the Director, Student Engagement and Retention, the incumbent liaises with faculties, other units in Student Services, the Student Learning Commons, Library Services, Institutional Research and Planning, and all undergraduate program areas and Faculties across the University to ensure programs and services are in compliance with the institutional objectives related to engagement, academic success, and retention. The Associate Director participates in the development of performance measures and benchmarks to assess program effectiveness and assists with the design and development of evaluation tools. The incumbent manages the student engagement and retention database systems to extract and analyze data and provides reports to key stakeholders across the University.

**QUALIFICATIONS:**
- Undergraduate degree and five years of related management experience which includes direct experience in academic advising, strategic enrollment management, student services, or an equivalent combination of education, training, and experience.
- Good knowledge of program design principles.
- Excellent knowledge of University policies and regulations related to academic advising, enrollment management, and student services.
- Excellent knowledge of the developmental, learning and transition needs of university students.
- Excellent knowledge of database management systems (e.g., FileMaker Pro).
- Excellent planning, organizational and administrative skills.
- Excellent leadership, interpersonal, communication, judgment, and human resource management skills.
- Excellent analytical, problem-solving skills and conflict resolution skills.
- Excellent program development, implementation and evaluation skills.
- Excellent statistical analysis and reporting skills.
- Skilled in the use of student information management systems (e.g., PeopleSoft, SIMS), and standard office applications (e.g., word processing, database, spreadsheet).
- Ability to arrange suitable transportation to various work locations.

**SALARY RANGE:**
$68,423 to $81,710 per annum

**START DATE:**
January 2, 2018

**POSITION END DATE:**
April 2, 2019

A detailed resume and cover letter quoting Competition #612 must be received in our office by 4:30 pm on November 8, 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](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).