Invites applications for the following position(s):

**COMPETITION NUMBER: 638**

**Administrative and Professional Staff (APSA) Temporary Position**

**RECRUITMENT, ACADEMIC AND STUDENT AFFAIRS COORDINATOR, GRADE 7**

**BEEDIE SCHOOL OF BUSINESS – UNDERGRADUATE PROGRAMS**

**POSITION NUMBER: 101792**

**POSITION OUTLINE:**
As a member of the Beedie School of Business Student Affairs unit, the Recruitment, Academic, and Student Affairs Advisor participates in recruiting events. The incumbent plays a prominent role in coordinating the participation of staff, faculty, and students in Faculty events and activities and contributes to the development of core recruitment, enrolment, developmental, and retention programming and activities for students. The Recruitment, Academic, and Student Affairs Advisor provides academic advice and administrative support to prospective and enrolled undergraduate students in accordance with University, Faculty and program policies, procedures, and regulations and supports student success by providing guidance on transfer credit, academic strategies, course and program planning, degree completion, academic difficulty, and the interpretation of undergraduate policies, procedures, and regulations. The Recruitment, Academic, and Student Affairs Advisor reviews and screens undergraduate applications to undergraduate programs and certificates; evaluates graduation applications; and participates in the scheduling of undergraduate courses.

**QUALIFICATIONS:**
- Undergraduate degree in Business Administration and three years of directly related experience including experience in post-secondary recruitment, academic advising, student programming, or an equivalent combination of education, training, and experience.
- Good knowledge of university policies and procedures relating to undergraduate admissions, registration, and graduation.
- Excellent organizational skills.
- Excellent interpersonal, conflict resolution, and communication skills (oral, written, and presentation).
- Ability to exercise mature judgment, tact, and discretion.
- Ability to interpret and apply policies.
- Ability to multi-task and to meet strict deadlines.
- Ability to handle confidential/sensitive material with discretion.
- Proficient in the use of a variety of office software applications (e.g., word processing, database, web-based, and spreadsheet applications).
- Proficient in the use of student information systems (e.g., SIMS).
- Ability to arrange suitable transportation when travelling to work at any of the SFU campuses.

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

**START DATE:** ASAP

**POSITION END DATE:** October 19, 2018

A detailed resume and cover letter quoting Competition #638 must be received in our office by 4:30 pm on November 15, 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