Invites applications for the following position(s):

**COMPETITION NUMBER: 661**

Administrative and Professional Staff (APSA)

Continuing Position

COORDINATOR, INDIGENOUS GRADUATE STUDENT PROGRAMS, GRADE 7

GRADUATE STUDIES

POSITION NUMBER: 115614

REPOST

(If you applied to the original posting, you will be included in this competition.)

**POSITION OUTLINE:**
The Coordinator, Indigenous Graduate Student Programs is responsible for providing advice to Indigenous graduate students by establishing individual and group advisory services and sessions and coordinating information sessions. The Coordinator supports Indigenous graduate students academically, socially and culturally as they make the transition to graduate studies at SFU and refers students to appropriate resources; collaborates cross-functionally with graduate departments, the Office of Aboriginal Peoples and the Indigenous Student Centre, and the Office of Graduate Studies to develop, plan and coordinate programs to support Indigenous recruitment, enrolment management and student retention; and assists in the development of culturally relevant series and programs to support Indigenous programs. Please note: This is a part-time position working 36 hours bi-weekly.

**QUALIFICATIONS:**
- Bachelor’s degree in First Nations Studies and two years of related experience in managing Indigenous support programs, post-secondary program advising and registration services or an equivalent combination of education, training and experience.
- Excellent knowledge of Indigenous educational issues, history and opportunities.
- Excellent organizational, problem-solving, interpersonal, communication (verbal, written and presentation) skills.
- Excellent leadership, teamwork, mentorship and group facilitation skills.
- Good research, marketing and promotion skills.
- Ability to provide work direction, orientation/training, and performance evaluation to temporary staff.
- Ability to use graphic design tools such as Adobe Photoshop, Illustrator, InDesign and Acrobat Pro.
- Ability to exercise mature judgment, initiative, diplomacy and tact.
- Ability to exercise cultural sensitivity when dealing with members of Indigenous communities.
- Ability to establish and maintain effective working relationships with Indigenous community representatives.
- Ability to develop and facilitate student-related initiatives/programs/events with students, faculty, staff, administrators and community partners to balance the multiple interests of the Indigenous community.
- Ability to interpret and apply policies.
- Proficient in the use of word processing, spreadsheets, database and online and multimedia technologies including Enterprise level information systems and Content Management Systems (e.g., Word, Access, Excel, JavaScript, HTML, AEM).

**SALARY RANGE:** $27,450 to $32,780.50 per annum

**START DATE:** ASAP

A detailed resume and cover letter quoting Competition #661 must be received in our office by 4:30 pm on November 27, 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.