Invites applications for the following position(s):

**COMPETITION NUMBER: 685**

**Administrative and Professional Staff (APSA)**

**Continuing Position**

**ASSOCIATE DIRECTOR, GRADE 10**

**CONTINUING STUDIES, CAREER AND PROFESSIONAL PROGRAMS – SFU VANCOUVER**

**POSITION NUMBER: 110540**

**REPOST**

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

**POSITION OUTLINE:**

The Associate Director is responsible and accountable for the initiation, development, management, marketing, coordination, administration, and evaluation of a portfolio of revenue-generating certificate and diploma programs, boot camps, and other related courses. Current programs include: Editing, New Media Journalism, Plain Language, Public Relations, and Technical Communication. This Associate Director develops and modifies new courses, programs, and certificates within the portfolio through various delivery options. The Associate Director assumes responsibility for the overall management and growth of programs, instructor hiring and development, and student recruitment. Please note: This position is located at Harbour Centre, 515 West Hastings Street, Vancouver, BC.

**QUALIFICATIONS:**

- Master’s degree in education, management, or a related discipline, and four years of related experience in areas such as conceptualizing, planning, designing, and initiating discipline-related curriculum, or an equivalent combination of education, training, and experience.
- Ability to work with social media (e.g., Twitter, LinkedIn, Facebook).
- Ability to oversee a team of external contractors (e.g., Instructors) involved with the planning, development, implementation and evaluation of courses and programs.
- Ability to develop and maintain effective collaborative and collegial relationships with community, professional, and industry representatives.
- Excellent knowledge of program development and curriculum design.
- Excellent leadership and educational innovation skills.
- Excellent organizational, administrative, and management skills.
- Excellent interpersonal and communication skills (both oral and written).
- Ability to establish and maintain strong relationships with clients and other stakeholders.
- Excellent skills in marketing, financial management, strategic planning, business development, relationship-building, program and curriculum planning, and conflict management.
- Ability to work collaboratively and consensually in an academic shared governance environment.
- Ability to work in a fast-paced environment exercising mature judgment.

**SALARY RANGE:**

$68,423 to $81,710 per annum

**START DATE:**

ASAP

A detailed resume and cover letter quoting **Competition #685** must be received in our office by 4:30 pm on January 29, 2018, 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