Invites applications for the following position(s):

**COMPETITION NUMBER: 686**
Administrative and Professional Staff (APSA)
Continuing Position

**ASSOCIATE, PROPOSAL BUDGET DEVELOPMENT, GRADE 10**
VICE-PRESIDENT RESEARCH, MAJOR PROJECTS OFFICE

**POSITION NUMBER: 122291**

**POSITION OUTLINE:**
The Associate, Proposal Budget Development is responsible for driving the budget development life-cycle from funding requirements identification, through budget preparation and submission. The Associate facilitates and develops complex proposal budgets for the pre-award, pre-approval and post-award administration of major institutional and/or collaborative research proposals involving University commitments and multi-institutional and/or private sector partnerships. Please note: This position is located at Discovery 2, 8900 Nelson Way, Burnaby, BC.

**QUALIFICATIONS:**
- Bachelor’s degree in Science or Applied Sciences and five years directly related experience in budget development; account management; research project management; developing and writing successful research papers, grants, and/or contracts, or the equivalent combination of education, training, and experience.
- Excellent knowledge of research grant preparation, funding agency requirements, budgeting, and expenditure control.
- Excellent knowledge of tendering processes, the AIT, and provincial and federal granting agency finances.
- Excellent knowledge of CFI, BCKDF, WD, and funding agency pre and post award finances.
- Excellent mathematical skills and the ability to apply basic concepts of accounting and finance.
- Excellent organizational, analytical, and time-management skills.
- Excellent interpersonal and communication skills (verbal and written).
- Ability to work with a diverse academic community with a wide range of partners across all sectors.
- Ability to take initiative, multitask, and work well under pressure with a large volume of work and strict deadlines.
- Proficiency with Word, Excel, internet communications, and internet e-submission process for academic research proposal development.

**SALARY RANGE:**
$68,426 to $81,710 per annum

**START DATE:**
ASAP

A detailed resume and cover letter quoting Competition #686 must be received in our office by 4:30 pm on November 22, 2017, addressed to the attention of Bela Barros, 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