Invites applications for the following position(s):

COMPETITION NUMBER: 690
Administrative and Professional Staff (APSA)
Temporary Position
COORDINATOR, SCHEDULING/ADVISING, GRADE 6
BEEDIE SCHOOL OF BUSINESS
POSITON NUMBER: 122507

POSITION OUTLINE:
The Coordinator, Scheduling/Advising coordinates the scheduling of courses and participates in academic advising activities for the Beedie School of Business (Beedie) Undergraduate Program.

QUALIFICATIONS:
• Bachelor’s degree in Business Administration and two years of related experience, including experience in course scheduling and academic advising, or an equivalent combination of education, training and experience.
• Excellent knowledge of university policies and procedures relating to course scheduling, undergraduate admissions, registration, and graduation.
• Excellent communication (verbal, written and presentation), interpersonal, conflict resolution, organizational, research, and problem-solving skills.
• Excellent organizational, time management, and project coordination skills.
• Ability to exercise mature judgment, initiative, tact, and diplomacy.
• Ability to analyze and resolve problems quickly, efficiently, and collaboratively.
• Ability to work independently, and meet deadlines.
• Ability to design and deliver training to team staff on administrative processes related to course scheduling.
• Ability to analyze data and prepare reports.
• Ability to explain and apply policies.
• Ability to multi-task and to meet strict deadlines.
• Proficient in the use of word processing, database, spreadsheets, and student information systems (SIMS, TRACS).
• Ability to arrange suitable transportation when traveling to work at any of the SFU campuses.

SALARY RANGE: $50,994 to $60,896 per annum
START DATE: ASAP
POSITION END DATE: March 31, 2018

A detailed resume and cover letter quoting Competition #690 must be received in our office by 4:30 pm on December 4, 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