Invites applications for the following position(s):

COMPETITION NUMBER: 693
Administrative and Professional Staff (APSA)
Continuing Position
COORDINATOR, INDIGENOUS STUDENT LIFE, GRADE 8
INDIGENOUS STUDENT CENTRE
POSITION NUMBER: 44

POSITION OUTLINE:
The Coordinator, Indigenous Student Life is responsible for the student development, engagement, mentorship, leadership and academic support programs, services, events and workshops that support and promote the transition, retention and academic success of Indigenous students at Simon Fraser University. The Coordinator develops and implements Indigenous student support programs to ensure culturally appropriate programs are delivered and meet institutional student development learning objectives. The Coordinator plans and coordinates events, manages the communication plan and marketing of programming and services, and ensures the Indigenous Student Centre’s (ISC) facility and Student Lab are maintained.

QUALIFICATIONS:
• Bachelor’s degree in Arts or Education and three years of related experience designing and managing Indigenous support programs and services at a post-secondary institution, or an equivalent combination of education, training, and experience.
• Excellent knowledge of Indigenous secondary and post-secondary education issues.
• Excellent knowledge of Indigenous cultures and traditions.
• Excellent knowledge of best practices in program development, implementation, evaluation and course development and delivery.
• Excellent knowledge of communication, promotion, and marketing principles, practices and strategies using print and electronic media, including social media applications.
• Excellent knowledge of website development, content management systems, social media dashboards, and web analytics tools (i.e., Google Analytics).
• Good knowledge of administrative processes, systems, principles and practices in a post-secondary educational environment.
• Excellent planning, organizational, research, multi-tasking, analytical, problem-solving and conflict management skills.
• Excellent budget administration and human resource management skills.
• Excellent event planning and management skills.
• Ability to establish and maintain effective working relationships with students, faculty, staff, administrators and community partners to balance the multiple interests of the Indigenous community.
• Ability to exercise cultural sensitivity when dealing with members of the Indigenous community.
• Ability to develop and facilitate student-related initiatives/programs/events, and training sessions, and to work with students in a leadership and/or coaching capacity.
• Ability to interpret and apply policies.
• Ability to make sound judgments and careful evaluations of alternatives in the absence of specific policies.
• Ability to handle confidential and sensitive information with discretion, maintain strict confidentiality and exercise initiative, diplomacy, tact and mature judgment.
• Ability to draft procedures and reports.
• Ability to arrange suitable transportation to various work locations.
• Proficient in the use of standard office applications, desktop publishing and web development applications, and enterprise level information systems (e.g., MS Office, PeopleSoft, Adobe Creative Suite, Dreamweaver).

SALARY RANGE: $59,050 to $70,517 per annum
START DATE: ASAP

A detailed resume and cover letter quoting Competition #693 must be received in our office by 4:30 pm on November 27, 2017, addressed to the attention of Deborah Walker, 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