Invites applications for the following position(s):

**COMPETITION NUMBER: 700**

Administrative and Professional Staff (APSA)

**Continuing Position**

COORDINATOR, INTERNATIONAL GRADUATE STUDENT PROGRAMS, GRADE 8

**GRADUATE STUDIES**

**POSITION NUMBER:** 110823

**POSITION OUTLINE:**

The Coordinator, International Graduate Student Programs provides specialized support to international graduate students, supervisors, and staff; and acts as a liaison for graduate students to resolve international graduate student issues. The Coordinator provides advice on developing, planning, and coordinating graduate student support programming for international recruitment and retention, in collaboration with graduate programs staff across the university and International Services for Students (ISS) staff. The Coordinator advocates on behalf of graduate students and postdoctoral fellows and manages all aspects of the relationship between SFU, its partner organizations, and students participating in sponsorship programs.

**QUALIFICATIONS:**

- Bachelor’s degree in International Studies or Education and four years of related experience in cross cultural student support and programming support to graduate students, or an equivalent combination of education, training, and experience.
- Excellent knowledge of cultural issues and cross-cultural relations.
- Excellent knowledge of student support programming development and administration.
- Excellent interpersonal, communication (verbal and written) and interviewing skills.
- Excellent project management, organizational, decision making, time management, and problem-solving skills.
- Excellent leadership, mentorship, and group-facilitation skills.
- Ability to sensitively interact with/engage individuals from diverse cultural groups and individuals at all institutional and governmental levels.
- Ability to successfully conduct research and design surveys, and implement strategic plans.
- Ability to work in a fast-paced and dynamic environment and exercise mature judgment, initiative, diplomacy, discretion and tact.
- Ability to build relationships and facilitate collaboration between diverse groups.
- Proficiency with basic information and content management systems; word processing, spreadsheet, and database applications; online and multimedia technologies (e.g., Word, Access, Excel, JavaScript, HTML, AEM, SIMS).
- Proficiency with graphic design tools (e.g., Adobe Photoshop, Illustrator, InDesign and Acrobat Pro).

**SALARY RANGE:** $59,050 to $70,517 **per annum**

**START DATE:** ASAP

A detailed resume and cover letter quoting Competition #700 must be received in our office by 4:30 pm on December 13, 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](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](http://www.sfu.ca/jobpostings)