Invites applications for the following position(s):

**COMPETITION NUMBER: 705**

Administrative and Professional Staff (APSA)

Continuing Position

**CO-OP EDUCATION COORDINATOR, GRADE 10**

**WORK INTEGRATED LEARNING – CENTRAL OPERATIONS**

**Position Number: 64808**

**POSITION OUTLINE:**
Markets the Communication Co-op Program to employers, students, institutions, and the community. Assists students with learning outcomes and employment skills preparation, including resume, interview, and on-the-job requirements. Participates in the day-to-day administration of the program.

**QUALIFICATIONS:**
- Excellent knowledge of Co-op Education: theories, philosophy and experience.
- Master’s degree in appropriate area and 3 years’ industry experience which includes experience in program marketing or an equivalent combination of education, training and experience.
- Dynamic results oriented individual.
- Excellent team, organizational and interview skills.
- Good knowledge of both student and employer needs.
- Experience with Communication curriculum and students.
- Experience finding students employment opportunities.
- Counselling and career planning skills.

**SALARY RANGE:** $68,423 to $81,710 per annum

**START DATE:** January 15, 2018

A detailed resume and cover letter quoting Competition #705 must be received in our office by 4:30 pm on **November 29, 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](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)