Invites applications for the following position(s):

**COMPETITION NUMBER: 707**

Administrative and Professional Staff (APSA)

Temporary Position

COORDINATOR, STUDENT ENGAGEMENT, GRADE 7

STUDENT SERVICES – STUDENT ENGAGEMENT AND RETENTION

**POSITION OUTLINE:**

The Coordinator, Student Engagement is responsible for planning, developing and implementing faculty-specific and University-wide programs, events, and initiatives to engage, develop, and retain undergraduate students at SFU. The position provides leadership in the development and implementation of strategies to enrich the undergraduate student experience. The incumbent participates in the coordination and/or development of program advertisements and publicity, the planning and organization of events and conferences, and in liaisons with administrative and academic personnel, community members, and external organization personnel. The Coordinator, Student Engagement, manages program and event budgets by participating in the budget development process; preparing cost projections; and administering expenditures. The Coordinator recruits, trains, and supervises student ambassadors, co-op students, and/or volunteers involved in student activities. The position provides mentoring, guidance, and support to undergraduate student groups and clubs.

**QUALIFICATIONS:**

- Undergraduate degree and three years of related experience within student engagement, retention, and community outreach, OR an equivalent combination of education, training and experience.
- Excellent knowledge of student development theories and best practices.
- Good knowledge of research related to undergraduate education and the first year student experience, student engagement and retention, and community outreach programs.
- Excellent organizational, analytical reasoning, problem-solving, and conflict management skills.
- Excellent human resource management and financial administration skills.
- Excellent interpersonal, communication (oral and written), and presentation skills.
- Excellent cross-cultural communication skills.
- Excellent administration and event planning skills.
- Skilled in the use of word processing, database, and spreadsheet software applications.
- Skilled in the use of student information systems and software applications (e.g., PeopleSoft).
- 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 complete training for, and use new systems/online learning platforms (e.g., Canvas, etc.).
- Ability to exercise mature judgment, initiative, diplomacy and tact.
- Ability to interpret and apply policies.
- Ability to arrange suitable transportation to various work locations.

**SALARY RANGE:** $54,900 to $65,561 per annum

**START DATE:** January 22, 2018

**POSITION END DATE:** March 22, 2019

A detailed resume and cover letter quoting Competition #707 must be received in our office by 4:30 pm on December 6, 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.

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*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)