Invites applications for the following position(s):

COMPETITION NUMBER: 724
Administrative and Professional Staff (APSA)
Temporary Position
ACADEMIC ADVISOR, GRADE 7
STUDENT SERVICES – ENGAGEMENT AND RETENTION
POSITION NUMBER: 121402
REPOST
(If you applied to the original posting, you will be included in this competition.)

POSITION OUTLINE:
The Academic Advisor assists students with the planning of their academic program. This includes consideration of the appropriateness of the selected program for the student, advising on career options, advising on options available when in academic difficulty and referral to resources available through other University departments and the community. The incumbent must be prepared to advise students on the academic requirements of all programs offered at or through Simon Fraser University at all campuses, on University regulations regarding academic performance, withdrawals and appeals. The incumbent also acts as a referral agent to services offered by Student Services departments, including Financial Assistance, Career Services, Counselling Services, Cooperative Education and other departments. Please note: This position will work at SFU Burnaby, SFU Surrey and SFU Vancouver.

QUALIFICATIONS:
• Undergraduate degree and three years of related experience which includes staff supervision and training or an acceptable combination of education, training and experience.
• Excellent knowledge of post-secondary regulations and academic requirements.
• Good knowledge with on-line modes of communication and learning.
• Good knowledge of the administration of student financial assistance.
• Excellent interpersonal and verbal communication skills.
• Excellent organizational skills and written communication skills.
• Excellent analytical and problem-solving skills and demonstrated attention to detail.
• Ability to arrange transportation to various work locations.
• Ability to exercise mature judgment and initiative.

SALARY RANGE: $54,900 to $65,561 per annum
START DATE: ASAP
POSITION END DATE: August 31, 2018

A detailed resume and cover letter quoting Competition #724 must be received in our office by 4:30 pm on January 3, 2018, 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