Invites applications for the following position(s):

**COMPETITION NUMBER: 750**  
Administrative and Professional Staff (APSA)  
Temporary Position  
COORDINATOR, ENTREPRENEURSHIP PROGRAMS, GRADE 6  
BEEDIE SCHOOL OF BUSINESS – SFU SURREY  
POSITION NUMBER: 122820

**POSITION OUTLINE:**  
The Coordinator, Entrepreneurship Programs participates in the development of, and implements the strategic plans and activities for interdisciplinary programs operating through the Charles Chang Institute for Entrepreneurship. The Coordinator provides advice and administrative support to program directors, financial administrative personnel of involved faculties, and student and entrepreneurship co-op teams (E co-op). The Coordinator develops recruitment plans for designated Programs; coordinates, plans and participates in recruiting and teambuilding events; advises prospective internal applicants; evaluates the effectiveness of recruitment initiatives; and oversees the budget for recruitment and events, student engagement, programming and campaign activities. **Please note: This position is located at Central City, Surrey, BC.**

**QUALIFICATIONS:**  
- Bachelor’s degree in Arts, Communication, Marketing, Entrepreneurship or a related discipline and one year of directly related experience including experience in promotion, marketing and communications, event planning, student programming, or an equivalent combination of education, training, and experience.  
- Good knowledge of new student experience and recruitment best practices.  
- Excellent organizational, interpersonal, conflict resolution, and communication skills (verbal, written, and presentation).  
- Proficient in the use of a variety of office software applications (e.g., word processing, database, and web-based, and spreadsheet applications) and student information systems (e.g., SIMS).  
- Ability to exercise mature judgment, tact, and discretion.  
- Ability to arrange suitable transportation when travelling to other SFU campus or off-site locations.

**SALARY RANGE:** $50,994 to $60,896 per annum  
**START DATE:** January 15, 2018  
**POSITION END DATE:** December 21, 2018

A detailed resume and cover letter quoting **Competition #750** must be received in our office by **4:30 pm on January 8, 2018**, 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.

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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)*