Invites applications for the following position(s):

**COMPETITION NUMBER: 773**

Administrative and Professional Staff (APSA)  
Continuing Position  
ASSOCIATE DIRECTOR, CONVOCATION AND EVENTS, GRADE 10  
CEREMONIES AND EVENTS  
POSITION NUMBER: 121806

**POSITION OUTLINE:**
The Associate Director, Convocation and Events works with internal and external stakeholders in the strategic planning, development, and implementation of high profile events, with a special focus on Convocation. The Associate Director is responsible for overseeing the production of events and advises and assists university clients with event planning and management to ensure that event protocols and university standards are upheld. The Associate Director works with the Vice-President Advancement and Alumni Engagement (VPAAE) to develop high profile tours to engage high level donors and prospects to enhance SFU’s fundraising efforts, stewardship and relations. **Please note: There is an Identified Departmental Candidate.**

**QUALIFICATIONS:**
- Bachelor’s degree in Arts or Business Administration and five years of related experience in event management, marketing and communications, including experience managing large, high profile events or multiple smaller events simultaneously in a large, complex institution, or an equivalent combination of education, training and experience.
- Excellent knowledge of university protocols and policies.
- Excellent communication (oral, written and presentation) and interpersonal skills.
- Excellent problem-solving, negotiation and conflict resolution skills.
- Excellent organizational and analytical reasoning skills.
- Excellent human resource management, coaching, leadership and supervisory skills.
- Excellent budget management and event management skills with the ability to set, communicate and maintain timelines and priorities while working on a number of different initiatives simultaneously.
- Ability to envision and develop ideas for events.
- Ability to work effectively in a fast-paced environment exercising mature judgment and a high level of diplomacy and discretion.
- Ability to guide, advise, and sensitively manage campus partner expectations.
- Ability to establish and maintain strong relationships with clients and other internal and external stakeholders.
- Ability to quickly adapt to changing event requirements.
- Proficient in the use of standard office applications, content management systems and web and graphic applications (e.g., MS Office, Blackbaud CRM).
- Ability to arrange suitable transportation to various work locations.

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

A detailed resume and cover letter quoting **Competition #773** must be received in our office by **4:30 pm on January 2, 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.

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