Invites applications for the following position(s):

COMPETITION NUMBER: 018
Administrative and Professional Staff (APSA)
Temporary Position
ASSOCIATE RESEARCH GRANTS FACILITATOR, GRADE 9
FACULTY OF ARTS AND SOCIAL SCIENCES – OFFICE OF THE DEAN
POSITION NUMBER: 112760

POSITION OUTLINE:
Reporting to the Research Grants Facilitator, the Associate Research Grants Facilitator assists in the preparation of research grant applications to Canadian and international funding agencies. The incumbent is responsible for interpreting and understanding the research interests and priorities of individuals and groups working within the Faculty of Arts and Social Sciences and is able to identify funding sources for both research grants and contracts. The Associate Research Grants Facilitator monitors funding initiatives and edits/prepares designated aspects of grant applications. The Associate Research Grants Facilitator assists in the interpretation of the terms and conditions of funding programs, provides advice and assistance to faculty in preparing funding applications, and liaises with research and administrative staff as required. Please note: This is a part-time position.

QUALIFICATIONS:
- Master’s degree in an Arts or Social Sciences discipline and three years of directly related experience in the Social Sciences or Humanities which includes the development and writing of successful research papers, grant proposals and/or contracts, and participation in research projects at a graduate level, or an equivalent combination of education, training and experience.
- Excellent knowledge of successful grant application procedures and granting agency requirements.
- Excellent interpersonal, presentation, and communication skills (verbal and written).
- Excellent organizational, research, report writing, and copy editing skills.
- Good understanding of qualitative and quantitative research methods.
- Ability to work both independently and in a team.
- Ability to exercise mature judgment and diplomacy.
- Ability to maintain strict confidentiality, tact, and discretion.
- Ability to establish priorities and to work on a number of different initiatives concurrently within timelines and deadlines.
- Ability to communicate complex, sometimes technical, issues to non-specialists.
- Extensive interdisciplinary knowledge and skills and ability to work on materials from diverse research grant proposal content.
- Proficient in the use of a variety of word processing, database and internet applications and tools.

SALARY RANGE: $31,765.50 to $37,932 per annum
START DATE: ASAP
POSITION END DATE: July 3, 2018

A detailed resume and cover letter quoting Competition #018 must be received in our office by 4:30 pm on January 15, 2018, addressed to the attention of Linda Chan, 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