Invites applications for the following position(s):

COMPETITION NUMBER: 042
Administrative and Professional Staff (APSA)
Temporary Position
MANAGER, ACADEMIC & ADMINISTRATIVE SERVICES, GRADE 7
FIRST NATIONS STUDIES
POSITION NUMBER: 704

POSITION OUTLINE:
Provides managerial and administrative support for the department of First Nations Studies. Manages the annual operating and specific purpose budgets, assists in the development, planning, and execution of instructional, teaching assistant, and conference budgets, provides academic advice and administrative support to prospective and registered undergraduate students, participates as a member of the undergraduate curriculum committees, supervises support staff, provides a range of general operational and administrative support, prepares undergraduate semester course schedules, participates in long range course planning, and monitors the undergraduate registration activity each semester.

QUALIFICATIONS:
- Bachelor’s degree in Arts and two years of related experience in financial administration, human resource management, and post-secondary curriculum advising, planning and coordination, or an equivalent combination of education, training and experience.
- Good knowledge of post-secondary education and academic programming.
- Excellent organizational, analytical reasoning, problem-solving, and conflict management skills.
- Excellent interpersonal and communication (both oral and written) skills.
- Excellent financial administration and human resource management skills.
- Excellent advising skills.
- Ability to interpret and apply policies.
- Ability to exercise discretion, mature judgment, initiative and diplomacy.
- Ability to work within broad parameters, with frequent interruptions, and meet tight deadlines.
- Proficient in the use of standard office applications and enterprise level information systems (e.g., MS Office, PeopleSoft).

SALARY RANGE: $54,900 to $65,561 per annum
START DATE: ASAP
POSITION END DATE: June 30, 2018

A detailed resume and cover letter quoting Competition #042 must be received in our office by 4:30 pm on February 5, 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