Invites applications for the following position(s):

COMPETITION NUMBER: 045

Administrative and Professional Staff (APSA)
Temporary Position
ASSOCIATE DIRECTOR, GRADUATE PROGRAMS, GRADE 10
BEEDIE SCHOOL OF BUSINESS – GRADUATE PROGRAMS
POSITION NUMBER: 114560

POSITION OUTLINE:
Provides day-to-day leadership and direction for designated Segal Graduate Programs, and administrative management support to the Program Director, Graduate Programs. Serves as an integral member of the management team to support the goals and objectives of the Segal Graduate Programs in the Beedie School of Business. In collaboration with the Associate Dean and senior management, participates in setting goals and objectives; and develops a program design, development and transition methodology to support and facilitate the planning, approval and successful design of new initiatives (e.g., experiential learning). Provides strategic guidance and program expertise to the senior leadership team and program staff engaged in the design, planning, and implementation of designated Graduate Programs and initiatives to support Beedie’s long term strategic goals, objectives and activities. **Please note: This position is located at the Segal School of Business, 500 Granville Street, Vancouver, BC.**

QUALIFICATIONS:
- Master’s degree in Business Administration and four years related experience including experience in program/project management, financial administration, staff supervision, event planning, or an equivalent combination of education, training, and experience.
- Good knowledge of data analysis including compiling and identifying appropriate data, methods of data analysis, and reporting of results, implications, and recommendations.
- Excellent planning and team management skills.
- Excellent financial administration, analytical, problem-solving, and organization skills.
- Excellent communication skills (both oral and written).
- Excellent organizational, interpersonal and conflict management skills.
- Excellent supervisory and mentorship skills.
- Proficient in the use of database report design, standard office, and content management applications (e.g., Word, Excel, FileMaker, eLive, Canvas, CQ5).
- Proficient in the use of enterprise level information management systems (e.g., SIMS, PeopleSoft, FINS, etc.).

SALARY RANGE: $68,423 to $81,710 per annum
START DATE: March 5, 2018
POSITION END DATE: May 24, 2019

A detailed resume and cover letter quoting **Competition #045** must be received in our office by 4:30 pm on **February 5, 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.

*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)