Invites applications for the following position(s):

COMPETITION NUMBER: 051
Administrative and Professional Staff (APSA)
Temporary Position

PROGRAM COORDINATOR, FIC-SFU, GRADE 8
STUDENT SERVICES - ENGAGEMENT AND RETENTION
POSITION NUMBER: 121943

POSITION OUTLINE:
Reporting to the Director, Student Engagement and Retention and working in collaboration with Student Recruitment and Transition and International Services for Students, the Program Coordinator, FIC-SFU is responsible for developing, implementing and coordinating integrated transition and retention programs and services for students transitioning to the university from Fraser International College (FIC). The incumbent participates in the development of both university-wide FIC-SFU student programs and Student Services division-wide services and infrastructure planning. The Program Coordinator, FIC-SFU manages the evaluation, assessment, integration and administration of SFU’s FIC student academic support and transition programs.

QUALIFICATIONS:
- Bachelor’s degree in Arts and four years of related intercultural and/or international experience in international student engagement, retention including experience in the management of student academic retention programs and services or an equivalent combination of education, training, and experience.
- Excellent knowledge of best practices and approaches to international student retention and transition.
- Good knowledge of the needs of a diverse student body, including the needs of students with disabilities.
- Good knowledge of the cultural and academic transition process and experience dealing with students in distress.
- Excellent program, event planning and administrative skills.
- Excellent interpersonal, intercultural and communication skills (oral, written, and presentation).
- Excellent collaboration skills.
- Excellent leadership, supervisory, and coaching skills.
- Excellent organizational and project management skills.
- Excellent human resource management skills.
- Excellent analytical, problem-solving, and conflict resolution skills.
- Excellent budget and financial administration skills.
- Excellent understanding of interculturalism.
- Ability to adjust to multiple cultural and linguistic environments.
- Ability to exercise a high level of diplomacy, tact, discretion, professionalism and intercultural competence.
- Ability to provide training, guidance and advice to various stakeholders across the University.
- Proficient in the use of standard office applications and enterprise-level information systems (e.g., MS Office, PeopleSoft).
- Ability to arrange suitable transportation to various work locations.

SALARY RANGE: $59,050 to $70,517 per annum
START DATE: ASAP
POSITION END DATE: April 5, 2019

A detailed resume and cover letter quoting Competition #051 must be received in our office by 4:30 pm on February 7, 2018, addressed to the attention of Deborah Walker, 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.