Invites applications for the following position(s):

COMPETITION NUMBER: 055
Administrative and Professional Staff (APSA)
Temporary Position
ASSOCIATE STUDENT RECRUITER, GRADE 5
STUDENT RECRUITMENT
POSITION NUMBER: 123117

POSITION OUTLINE:
As a member of the recruitment team, Associate Student Recruiter works under the mentorship of Student Recruiters to acquire a broad knowledge of Simon Fraser University’s academic programs, admission, and registration process, student services, resources and facilities, scholarship, financial aid, and career opportunities, etc.; represents the University by conducting presentations to groups of prospective Aboriginal students, counselors, teachers, and parents; designs advertisements; evaluates a wide range of admission categories and determines the admissibility of prospective undergraduate applicants; conducts research for the development of recruitment strategies; and organizes and participates in recruitment events.

QUALIFICATIONS:
- Successful applicant will have completed three years of a Bachelor’s degree program and possess one year of related experience, or an equivalent combination of education, training, and experience.
- Excellent knowledge of Aboriginal post-secondary education issues.
- Excellent understanding of Aboriginal cultures, particularly BC First Nations.
- Excellent interpersonal, communication (both oral and written), presentation, public speaking, and analytical reasoning skills.
- Skilled in the use of standard software applications and student information systems.
- Able to arrange suitable transportation for business travel.

SALARY RANGE: $47,481 to $56,701 per annum
START DATE: ASAP
POSITION END DATE: March 31, 2019

A detailed resume and cover letter quoting Competition #055 must be received in our office by 4:30 pm on February 14, 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