Invites applications for the following position(s):

COMPETITION NUMBER: 060
Administrative and Professional Staff (APSA)
Temporary Position
COORDINATOR, CURRICULAR EXPERIENTIAL LEARNING, GRADE 7
BEEDIE SCHOOL OF BUSINESS – UNDERGRADUATE PROGRAMS
POSITION NUMBER: 123174

POSITION OUTLINE:
The Coordinator, Curricular Experiential Learning is responsible for coordinating and supporting curricular experiential learning in the Undergraduate Beedie School of Business. This includes working with faculty and external partners to establish programs that enhance the student experience and provide opportunities for student engagement through curricular experiential learning.

The Coordinator works with the Curricular Experiential Learning Committee in the design, development, oversight, and implementation of the undergraduate curricular experiential learning strategy. The position works to provide consultation and advice for faculty in developing, delivering and coordinating curricular experiential learning in the Beedie undergraduate program including consulting on the creation of meaningful curricular experiential learning opportunities and assignments, managing relationships with partners external to Beedie and SFU, identifying and working to resolve faculty and university-wide barriers to curricular experiential learning, managing curricular experiential learning budget(s), assessing risk to the university in curricular experiential learning opportunities, coordinating events to connect curricular experiential learners with appropriate opportunities, gathering and acting upon feedback from partners on their satisfaction with the curricular experiential learning process, and creating resources for faculty and students. The position oversees and utilizes Research Assistant(s) and/or Co-op Student(s) as a resource to assist with these deliverables, as required.

The Coordinator develops and coordinates relationships with various parties both internal to Beedie including, the Curricular Experiential Learning Committee, faculty members, students, undergraduate services staff, and the Teaching & Learning Committee; and external to Beedie and SFU including, external experiential learning partners (e.g., Riipen and Bookstore), Safety & Risk Services, Facilities, Simon Fraser Student Society, and the Teaching and Learning Centre.

QUALIFICATIONS:
- Bachelor’s degree and three years of related experience in developing and implementing curricular experiential learning programs in a post-secondary environment, or an equivalent combination of education, training and experience.
- Ability to develop and maintain proactive relationships with all key constituents including students, faculty, staff, administrators, team members, employers/partners and members of the community.
- Ability to exercise mature judgment, initiative, diplomacy and tact.
- Ability to work collaboratively in a highly interactive environment.
- Excellent organizational, oral and written communication skills.
- Excellent problem-solving, negotiation and conflict resolution skills.
- Ability to manage multiple priorities with competing deadlines.
- Excellent cross-cultural, interpersonal and customer service skills.
- Ability in developing, facilitating and leading workshops, meeting and training experiences.
- Good knowledge of risk management.
- Ability to maintain confidentiality.
- Ability to work independently and as part of a team.
- Proficiency in the use of work processing, spreadsheet, database applications and enterprise level systems (i.e., Microsoft Office, SIMS etc.).
SALARY RANGE: $54,900 to $65,561 per annum
START DATE: ASAP
POSITION END DATE: March 31, 2019

A detailed resume and cover letter quoting Competition #060 must be received in our office by 4:30 pm on February 13, 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.

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