Invites applications for the following position(s):

COMPETITION NUMBER: 256
Administrative and Professional Staff (APSA)
Temporary Position
COORDINATOR, RECRUITMENT AND STUDENT LIFE, GRADE 7
OFFICE OF FRANCOPHONE & FRANCOPHILE AFFAIRS (OFFA)
POSITION NUMBER: 123448

POSITION OUTLINE:
The Coordinator, Recruitment and Student Life is responsible for recruiting prospective students to French language programs in Faculty of Arts and Social Sciences (FASS) and Faculty of Education (FoE) by providing information to individuals or to groups, either on campus or off campus, in a variety of educational, community and professional settings. The position presents information to a broad audience of students from French Immersion, Francophone programs and other selected programs in B.C., and possibly other provinces and territories in Canada. The incumbent provides information and advice regarding admissibility to the university’s academic programs and access to financial aid, scholarships, housing and residency, and other student services. The position is responsible for the development and production of promotional materials, content creation of OFFA's social media accounts and the planning and organizing of activities for SFU students in French. The incumbent reports to the OFFA Director and works closely with the OFFA Coordinator, Communications, Marketing and Student Recruitment and the OFFA Associate Directors (FASS and FoE).

QUALIFICATIONS:
- Bachelor's degree in Arts, Marketing, or Communications and three years of related experience including experience in student recruitment, advising, event management, public speaking, and program marketing, or an equivalent combination of education, training, and experience.
- Fluency in French (both oral and written)
- Good knowledge of university policies and procedures as related to undergraduate admissions, registration, and student services.
- Good knowledge of educational systems at both the secondary and post-secondary levels.
- Good knowledge of the French Cohort Program and French language programs at SFU.
- Some knowledge of the University's campuses and student services available.
- Proficiency in the use of Excel, PowerPoint, Word, Facebook, Twitter and Instagram.
- Excellent oral and written communications skills, both in French and English.
- Excellent public presentation skills.
- Ability to evaluate applicants’ admissibility and to advise them accordingly.
- Ability to exercise tact when communicating with applicants, counselors, parents, and school officials.
- Ability to make logical, appropriate decisions and to demonstrate sound judgment.
- Ability to communicate admissions decisions in a diplomatic but unambiguous manner.
- Ability to handle sensitive public relations issues involving administrative or academic departments outside Student Services.
- Ability to maintain the confidentiality of student data and records.
- Ability to operate within the tight deadlines of a post-secondary environment.
- Ability to work weekends and evenings.
- Ability to travel extensively, using various modes of transportation, both within and outside of the province.

SALARY RANGE: $54,900 to $65,561 per annum
START DATE: ASAP
POSITION END DATE: May 1, 2020

A detailed resume and cover letter quoting Competition #256 must be received in our office by 4:30 pm on April 30, 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