Invites applications for the following position (s):

COMPETITION NUMBER: 260
Administrative and Professional Staff (APSA)
Continuing Position
UNDERGRADUATE ADVISOR & RECRUITER, GRADE 7
FACULTY OF EDUCATION – UNDERGRADUATE PROGRAMS
POSITION NUMBER: 30851

POSITION OUTLINE:
Coordinates all undergraduate advising activities for the Faculty of Education. Advises prospective and registered undergraduate students of the requirements for a Bachelor of Education degree; admission to the Professional Development Program (PDP); minors, certificates and post baccalaureate diplomas in the Faculty of Education; course offerings and prerequisites; approving students into Education Programs and by ensuring that graduation requirements have been met. Recruits students to the Faculty in individual and group interviews on and off campus and at special events by coordinating and participating in student recruitment activities for undergraduate programs and PDP (SFU Open House, Parent’s Information Evening, High School Counselor’s Day, etc.). Please note: This position is located at Discovery 1, 8999 Nelson Way, Burnaby, BC.

QUALIFICATIONS:
- Undergraduate degree (preferably in Education) and 3 years of related experience in post-secondary program advising OR an equivalent combination of education, training and experience.
- Excellent organizational, problem-solving, interpersonal, and communication (oral and written) skills.
- Intermediate knowledge of student information systems and software applications (i.e., database, spreadsheet, presentation, web-browsers, and word processing).
- Excellent presentation skills.
- Ability to design and develop publication materials.
- Ability to exercise mature judgment, initiative, diplomacy and tact.
- Excellent supervisory skills.
- Valid driver’s license and access to a motor vehicle.
- Ability to work flexible hours.

SALARY RANGE: $54,900 to $65,561 per annum
START DATE: ASAP

A detailed resume and cover letter quoting Competition #260 must be received in our office by 4:30 pm on May 2, 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