Invites applications for the following position(s):

COMPETITION NUMBER: 271

Administrative and Professional Staff (APSA)

Continuing Position

DIRECTOR, EMPLOYER ENGAGEMENT AND GRADUATE CAREER MANAGEMENT CENTRE, GRADE 12

BEEDIE SCHOOL OF BUSINESS – EMPLOYMENT SERVICES

POSITION NUMBER: 117004

POSITION OUTLINE:

The Director, Employer Engagement and Graduate Career Management Centre (EE/CMC) is responsible for overseeing Employer Engagement on behalf of the faculty as well as the delivery of graduate career management services provided by the Beedie School of Business (SFU Beedie). Working in conjunction with the Assistant Dean, Associate Deans, Program Directors and Chairs, Area Coordinators of the Faculty, and EE/CMC staff, the Director develops the goals, priorities, vision, strategy, and tactics for the provision of career management services to graduate students. The incumbent directs and manages all operations of the EE/CMC including recruiting, supervising, evaluating, and managing/mentoring the career staff to ensure the highest level of student and corporate recruiter satisfaction. The Director obtains feedback from the corporate community, current students, and alumni to provide input into decision making regarding the design, development, content, delivery, viability, and student recruitment for SFU Beedie programs. Working collaboratively with the Directors of the Graduate and Undergraduate Programs, Associate Deans, Dean’s Office, Student Associations, Advancement, Marketing, Alumni Relations, SFU Career Services, the BBA CMC and Business Coop, the Director identifies synergies that benefit the corporate outreach goals of SFU Beedie. The incumbent develops and manages outreach to and relationships with external parties including recruiters and other schools’ career services directors in order to develop career links for students through multiple networks and channels. Collaborates with SFU Beedie Program departments to ensure proper financial and logistical resource planning and coordination across career management services, programming, tools, and information. Researches, compiles, and reports all relevant career information for recruitment, internal reporting, alumni tracking, and ranking surveys. This position is located at the Segal School of Business, 500 Granville Street, Vancouver, BC.

QUALIFICATIONS:

- Master’s degree in Business Administration or a related discipline, and five years of related experience including experience in building and maintaining partnerships/networks with a wide spectrum of industry sectors, or an equivalent combination of education, training, and experience.
- Excellent knowledge of labour market trends and recruitment practices.
- Excellent leadership, supervisory, mentorship, and teamwork skills.
- Excellent communication skills (oral, written, and presentation).
- Exceptional professional presence and ability to represent the SFU Beedie brand.
- Excellent organizational skills and ability to work on a number of different initiatives concurrently.
- Excellent conflict resolution skills.
- Excellent management and administrative skills.
- Ability to plan and implement complex and time sensitive projects.
- Ability to identify and successfully solicit prospective employers to recruit students.
- Ability to exercise mature judgment and a high level of diplomacy and discretion.
- Proficient in the use of a variety of software applications (i.e., word processing, database, and presentation).

SALARY RANGE: $79,529 to $94,968 per annum

START DATE: ASAP

A detailed resume and cover letter quoting Competition #271 must be received in our office by 4:30 pm on May 30, 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