Invites applications for the following position(s):

COMPETITION NUMBER: 273

Administrative and Professional Staff (APSA)

Continuing Position

DIRECTOR, ADMINISTRATION AND STRATEGIC PLANNING, GRADE 12

FACULTY OF COMMUNICATION, ART AND TECHNOLOGY – OFFICE OF THE DEAN

POSITION NUMBER: 105510

POSITION OUTLINE:
The Director, Administration and Strategic Planning (DASP), in partnership with the Dean, provides leadership for the administrative processes associated with academic support. The DASP is responsible for measures which guide strategic short and long term planning in the areas of finance, academic planning, communications, external relations, operations, and human resource management. The DASP holds responsibility for ensuring that processes and practices are managed in accordance with University policies and procedures across all areas of operation including administrative, academic, research and teaching.

QUALIFICATIONS:
- Bachelor's degree in business administration or commerce and seven years of related experience including revenue modelling, fund accounting, budgeting, financial analysis, strategic business planning, human resource management, and information systems management or an equivalent combination of education, training and experience.
- Excellent organizational and time-management skills.
- Excellent analytical reasoning and problem-solving skills.
- Excellent budgetary and fiscal management skills.
- Excellent interpersonal and communication skills.
- Proficiency in coaching, leading, mentorship and team building.
- In depth understanding of policies governing academic and human relations, collective agreements, budget management and procurement, research and teaching.
- Proficiency in spreadsheet, database and financial application systems.

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

START DATE: ASAP

A detailed resume and cover letter quoting Competition #273 must be received in our office by 4:30 pm on May 14, 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