Invites applications for the following position(s):

**COMPETITION NUMBER: 276**

Administrative and Professional Staff (APSA)
Continuing Position
MANAGER, ADMINISTRATION, GRADE 10
UNIVERSITY ADVANCEMENT
POSITION NUMBER: 123681

**POSITION OUTLINE:**
The Manager, Administration provides operational leadership in the budget planning, resource allocation, and financial and human resources planning for the Vice President, Advancement and Alumni Engagement (VPAAE) portfolio. The Manager oversees the delivery of financial and administrative support services; advises and guides in the application of University policies and collective agreement, working in conjunction with Human Resources; and provides a range of general operational and administrative support.

**QUALIFICATIONS:**
- Bachelor’s degree in Business Administration or Accounting and four years of related experience in financial and human resource management, or an equivalent combination of education, training and experience.
- Excellent knowledge of principles and practices of human resources management.
- Excellent financial analysis, budget planning, and financial management skills.
- Excellent interpersonal and communication (oral, written, and presentation) skills.
- Excellent leadership, team management, mentorship and motivational skills.
- Excellent conflict-resolution and problem-solving skills.
- Excellent analytical reasoning, quantitative analysis and organizational skills.
- Ability to develop relationships and partnerships and to work collaboratively at all levels and areas within the organization.
- Ability to identify and understand the need for integration of multiple initiatives and to be able to develop appropriate strategies to achieve results.
- Ability to maintain strict confidentiality, exercise initiative, diplomacy, tact and judgment.
- Proficient in the use of standard office applications and enterprise-level information systems.

**SALARY RANGE:** $68,423 to $81,710 **per annum**

**START DATE:** ASAP

A detailed resume and cover letter quoting Competition #276 must be received in our office by 4:30 pm on May 22, 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](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](http://www.sfu.ca/jobpostings)