Invites applications for the following position(s):

COMPETITION NUMBER: 279

Administrative and Professional Staff (APSA)

Continuing Position

DISABILITIES SERVICES OFFICER, GRADE 7

STUDENT SERVICES – CENTRE FOR STUDENTS WITH DISABILITIES

POSITION NUMBER: 112228

POSITION OUTLINE:
The Disabilities Services Officer works with the Learning Specialist to implement specialized services and accommodations for students with disabilities. The incumbent oversees the student examination process; liaises with learning and medical professionals to implement appropriate academic accommodations; works with other SFU departments to arrange for academic and resource assistance; consults with faculty, government officials, departments, and schools regarding services, accommodations, and program development; oversees the work of temporary staff and student aides; and represents the SFU Centre for Students with Disabilities (CSD) in the local community. Please note: There is an Identified Departmental Candidate.

QUALIFICATIONS:
- Bachelor’s degree in Social Sciences, Sciences or related discipline, and two years of related experience including experience in project management and the handling of sensitive confidential information involving equity and diversity issues, or an equivalent combination of education, training, and experience.
- Excellent knowledge of a wide range of disabilities and related adaptive technologies.
- Good financial administration skills.
- Excellent team leadership, organizational, problem-solving, and analytical skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent communication skills (both oral and written).
- Ability to multitask and to respond effectively to non-routine situations.
- Proficiency in word processing, spreadsheet, database, and web management applications (e.g., Word, Excel, Access, GoLive).

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

START DATE: ASAP

A detailed resume and cover letter quoting Competition #279 must be received in our office by 4:30 pm on May 9, 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