Invites applications for the following position(s):

**COMPETITION NUMBER:** 281

**Administrative and Professional Staff Excluded Position (APEX)**

**Temporary Position**

**ACADEMIC POLICY & PROJECT ANALYST, GRADE 10**

**FACULTY RELATIONS**

**POSITION NUMBER:** 545

**POSITION OUTLINE:**

The Academic Policy and Project Analyst researches and makes recommendations to the Executive Director, the Director, and the Vice-President, Academic regarding changes in business processes to ensure optimal internal business processes for the tracking, storing, and reporting of Academic Relations activities. The incumbent administers the annual academic salary review and renewal tenure and promotion process. The Academic Policy and Project Analyst ensures the continuing collection, organization, and analysis of information about all aspects of the University's academic personnel functions and anticipates the university's future data demands in such a way as to meet the requests for research and analysis in an efficient and effective manner. The incumbent also administers the departmental operating in addition to the budgets for non-health and non-welfare benefits (i.e., professional development funds made available to faculty).

**QUALIFICATIONS:**

- Undergraduate degree with a minimum of four years of experience in a complex public sector environment, including experience in human resource management, salary and benefit administration, policy analysis and interpretation, financial administration; project management, or an equivalent combination of education, training, and experience.
- Excellent knowledge of spreadsheet, database, and enterprise level financial systems (e.g., Peoplesoft).
- Excellent financial planning and administrative skills.
- Excellent research, analytical, quantitative, report writing, and problem-solving skills.
- Excellent organizational, interpersonal and conflict management skills.
- Excellent communication skills (oral, written, and presentation).
- Ability to work in a fast-paced environment exercising mature judgment and a high level of tact, diplomacy, and discretionary judgment.
- Ability to work collaboratively and consensually with cross-functional teams representing various constituencies within and outside the university.
- Ability to work on several major projects under way at any one time based on an understanding and appreciation of the importance and priority attached to each project.
- Ability to independently set and accomplish goals, establish priorities, and meet critical deadlines.
- Proficiency with tools used in web design and management.

**START DATE:** ASAP

**POSITION END DATE:** April 22, 2019

A detailed resume and cover letter quoting Competition #281 must be received in our office by 4:30 pm on May 9, 2018, addressed to the attention of Monica Swanson, 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.