Invites applications for the following position(s):

COMPETITION NUMBER: 320
Administrative and Professional Staff (APSA)
Continuing Position
COORDINATOR, INDIGENOUS GRADUATE STUDENT PROGRAMS, GRADE 7
GRADUATE STUDIES & POSTDOCTORAL FELLOWS
POSITION NUMBER: 115614

POSITION OUTLINE:
The Coordinator, Indigenous Graduate Student Programs is responsible for providing advice to Indigenous graduate students by establishing individual and group advisory services and sessions and coordinating information sessions. The Coordinator supports Indigenous graduate students academically, socially and culturally as they make the transition to graduate studies at SFU and refers students to appropriate resources; collaborates cross-functionally with graduate departments, the Office of Aboriginal Peoples and the Indigenous Student Centre, and the Office of Graduate Studies to develop, plan and coordinate programs to support Indigenous recruitment, enrolment management and student retention; provides advice and guidance to department and faculty representatives and the Office of Graduate Studies by assisting in the development of culturally relevant series and programs to support Indigenous programs. The incumbent participates in the planning of the communication strategies, the development and maintenance of web and print communication material and advocates on behalf of Indigenous graduate students within the SFU community and with external stakeholders, as needed. Please note: This is a part-time position working 36 hours bi-weekly.

QUALIFICATIONS:
• Undergraduate degree and two years of related experience in managing Indigenous support programs, post-secondary program advising and registration services OR an equivalent combination of education, training and experience.
• Excellent organizational, problem-solving, interpersonal, communication (oral and written), and presentation skills.
• Ability to use graphic design tools such as Adobe Photoshop, Illustrator, InDesign and Acrobat Pro.
• Proficient in the use of word processing, spreadsheets, database and online and multimedia technologies including Enterprise level information systems and Content Management Systems (e.g. Microsoft Word, Access, Excel, Javascript, HTML, CQ5).
• Ability to exercise mature judgment, initiative, diplomacy and tact.
• Excellent supervisory skills.
• Excellent leadership, teamwork, mentorship and group facilitation skills.
• Excellent knowledge of Indigenous educational issues, history and opportunities.
• Ability to exercise cultural sensitivity when dealing with members of Indigenous communities.
• Ability to establish and maintain effective working relationships with Indigenous community representatives.
• Good research, marketing and promotion skills.

SALARY RANGE: $26,433.50 to $31,566.50 per annum
START DATE: ASAP

A detailed resume and cover letter quoting Competition #320 must be received in our office by 4:30 pm on September 3, 2014, addressed to the attention of Jennifer Harrington, 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