

Invites applications for the following position (s):

COMPETITION NUMBER: 698

Administrative and Professional Staff (APSA)

Temporary Position

STUDY ABROAD ADVISOR, GRADE 7

BEEDIE SCHOOL OF BUSINESS – ADMINISTRATION

POSITION NUMBER: 122746

POSITION OUTLINE:

The Study Abroad Advisor recruits and advises undergraduate students regarding Beedie School of Business (Beedie) and SFU international programs. The Advisor provides guidance and administrative support to students; executes promotional strategies for international programs and plans; liaises with faculty and staff in SFU units and Beedie's international partner institutions; and delivers and customizes support services and events to meet the needs of students. **Please note: This position will work at both SFU Burnaby and SFU Surrey.**

QUALIFICATIONS:

- Bachelor's degree in Business Administration, Communication, Marketing, International Studies, or a related discipline and three years of related experience in student advising within an international or study abroad setting, or equivalent combination of education, training, and experience.
- Excellent knowledge of cultural sensitivities.
- Excellent intercultural, interpersonal, conflict resolution, and communication skills (verbal, written, and presentation).
- Excellent event management, group leadership, training, and facilitation skills.
- Ability to multi-task and to meet strict deadlines.
- Ability to establish strong working relationships with faculty, external clients, vendors, and contacts at partner institutions.
- Ability to exercise mature judgment, initiative, diplomacy and tact, and handle confidential/sensitive material with discretion.
- Ability to explain and apply policies.
- Ability to arrange suitable transportation when travelling to work at any of the SFU campuses.
- Ability to travel internationally.
- Proficient in the use of office software applications (e.g., word processing, database, and web-based, and spreadsheet applications).
- Proficient in the use of student information systems (e.g., SIMS).

SALARY RANGE:

\$54,900 to \$65,561 **per annum**

START DATE:

ASAP

POSITION END DATE:

September 4, 2018

A detailed resume and cover letter quoting **Competition #698** must be received in our office by **4:30 pm on December 6, 2017**, 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