

Invites applications for the following position (s):

COMPETITION NUMBER: 770

Administrative and Professional Staff (APSA)

Continuing Position

INSTRUCTIONAL COORDINATOR, GRADE 9

CONTINUING STUDIES – ENGLISH LANGUAGE AND CULTURE PROGRAM

POSITION NUMBER: 101701

POSITION OUTLINE:

The Instructional Coordinator is responsible for the smooth functioning of the instructional activities of the non-degree programs offered through the English Language and Culture program. English Language and Culture programs are offered in collaboration with university faculties, centres, and departments, and with business, all levels of government, private and public sector agencies, and community and non-government organizations. The Instructional Coordinator is responsible for the management of new and on-going programs from an instructional vantage point and is expected to demonstrate professional judgment and skills with respect to the evaluation and development of instructional practice. The incumbent of the position works closely with the Program Coordinator and is required to work effectively with faculty, students, members of the community, all levels of government, and Lifelong Learning colleagues. **Please note: This position is located at Harbour Centre, 515 West Hastings Street, Vancouver, BC.**

QUALIFICATIONS:

- Master's degree in education including curriculum development with two years of relevant experience including experience in the English as an Additional Language field and experience supervising staff and instructing in a cross-cultural learning environment, or an equivalent combination of education, training, and experience.
- Good knowledge of university programs, policies, and procedures.
- Good understanding of the evaluation and development of instructional practice.
- Excellent organizational, problem-solving skills.
- Excellent interpersonal, supervisory, and communication skills (oral, written, and presentation).
- Ability to accomplish objectives, set priorities, and organize administrative systems and procedures.
- Ability to work collaboratively with others.
- Ability to exercise initiative and judgment.

SALARY RANGE:

\$63,531 to \$75,864 per annum

START DATE:

ASAP

A detailed resume and cover letter quoting **Competition #770** must be received in our office by **4:30 pm on January 17, 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.

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