1. POSITION IDENTIFICATION

<table>
<thead>
<tr>
<th>FOR USE BY HUMAN RESOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name: Senate and Academic Services</td>
</tr>
<tr>
<td>Position Number(s): 111770 (Temporary)</td>
</tr>
<tr>
<td>Current Position Classification: Clerk Typist, grade 5</td>
</tr>
<tr>
<td>Classification &amp; Grade Approved: Clerk Typist, grade 5</td>
</tr>
<tr>
<td>Effective Date: May 9, 2012</td>
</tr>
<tr>
<td>Approved by: ---</td>
</tr>
<tr>
<td>Next Review: ---</td>
</tr>
</tbody>
</table>

| Department Position Title: Office Assistant |
| Evaluating Supervisor's Title: Associate Registrar |
| Date Completed: July 19, 2012 |
| Part 1 is being completed by: Evaluating Supervisor |

2. POSITION SUMMARY

A summary of the major functions of the position in three or four sentences.

Provides general clerical services for Senate and Academic Services; types, duplicates and reproduces a variety of materials; maintains the integrity of information systems, databases, web pages, and office files; assists with the administration of meetings, events, workshops, seminars and special events; orders office supplies. Produces a verbatim transcription of the Senate meeting audio record on a monthly basis. On a back-up basis, attends Senate-related meetings and takes informal minutes and produces a written transcription of these meetings under the guidance of the supervisor. Provides assistance related to convocation ceremonies.

3. MAJOR FUNCTIONS

List the duties and responsibilities of the position in order of frequency (i.e., (D) Daily; (W) Weekly; (M) Monthly; (S) Semester)

1. Types, proofreads and edits letters, minutes, reports, forms, and other general correspondence and maintains databases by conducting look-ups in information systems, files and records, transcribing and formatting information, and checking composition and grammar to provide communication support. (D)

2. Maintains the integrity of information systems and databases by entering new or updated information following data entry procedures, printing reports and checking reports and data for accuracy and completeness to provide correct and current information. (D)

3. Maintains office files by coding and filing material, retrieving information, and initiating new or revised files to ensure information is retained in accordance with standard record management procedures. (D)

4. Assists with the administration of internal and external meetings, events, workshops, seminars and special events by booking rooms, completing and following up on instructional media and reprographic work orders,
word processing presentation materials, signage and correspondence, collating and distributing information, receiving and checking registrations, and maintaining databases. Orders office supplies as required. (W)

5. Provides back up front line client services in the absence of the program secretary by determining the nature of inquiries, checking policies and procedures, gathering and reviewing information and responding directly or referring matters to the appropriate individual(s) to provide the first level of triage for general information requests. (W)

6. Produces a verbatim transcription of the Senate meeting audio record on a monthly basis. (M).

7. On a back-up basis, attends Senate-related meetings and takes informal minutes. Produces a written transcription of these meetings under the guidance of the supervisor. (S)

8. Provides assistance related to convocation ceremonies including preparatory duties (e.g., creating name tags, labeling Dean’s cards, matching parchments), ceremony duties (e.g., regalia assistance, issuing parchments, student placements), and follow-up duties (e.g., missing regalia). (S)

4. MINOR FUNCTIONS
List duties and responsibilities that occur annually and periodically throughout the year.

1. Performs other related duties and responsibilities consistent with the job description and classification on request.

5. LEVEL OF INDEPENDENCE
Check one box that best describes the level of independence that can be exercised within the position by a fully trained employee.

☐ a) Work is provided with specific instructions describing how and when it should be completed.
☒ b) Work is provided with general instructions. The employee makes choices about how the work will be completed within deadlines.
☐ c) Work is self-directed by the employee. The employee determines what work needs to be completed and when it should be completed to meet deadlines.
☐ d) Work is assigned on a project-by-project basis in the form of broad objectives. The employee evaluates what work needs to be completed within general time frames. Provide examples of project work:

6. TRAINING EXERCISED
If the position provides training, check each description that applies.

☐ a) Not required to provide training to other individuals.
☒ b) Explains how work is performed in his/her own position to individuals in other positions performing the same or similar work (includes training replacement employees).
☐ c) Provides one-on-one specialized training to other individuals. Considered a specialist in a particular area or field of study. Positions at this level may be designated as the resident department expert.
☐ d) Provides one-on-one training to individuals in other positions. Must have a good understanding of the work of the other positions. Positions at this level may be designated as group leaders or work leaders.
☐ e) Conducts training seminars for groups. Training seminars are normally scheduled and follow a prescribed format. May also develop or assist in the development of training seminars.
7. DIRECTION EXERCISED
Check each description that applies.

☐ a) Not required to provide direction to other individuals.
☐ b) Assigns and/or checks work of other individuals.
☐ c) Schedules, assigns, and checks work of other individuals.
☐ d) In addition to C, establishes work priorities for a unit.
☐ e) In addition to C and D, guides project teams.

8. INTERNAL AND EXTERNAL CONTACTS
List internal and external contacts (i.e., specific positions within own department, other departments, students, faculty, on/off campus vendors, etc.), the duration of each contact (i.e. less than 1 hour at a time, 1-2 hours at a time, more than 2 hours at a time), and the frequency of each contact (i.e. occasional, frequent, or continuous).

<table>
<thead>
<tr>
<th>Type of Contact</th>
<th>Duration</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>&lt; 1 hour</td>
<td>Frequent</td>
</tr>
<tr>
<td>Faculty, staff and students</td>
<td>&lt; 1 hour</td>
<td>Frequent</td>
</tr>
<tr>
<td>General Public</td>
<td>&lt; 1 hour</td>
<td>Frequent</td>
</tr>
<tr>
<td>External Vendors</td>
<td>&lt; 1 hour</td>
<td>Occasional</td>
</tr>
</tbody>
</table>

9. IMPACT OF ERRORS
Common Errors: Provide a few examples of the most common errors which normally occur in the performance of the work.

- Typing errors
- Inaccurate information provided in response to enquiries
- Referring individuals to the incorrect source for information
- Neglecting to order office supplies in a timely manner
- Inaccuracies in mail lists or directories

Uncommon Errors: Provide a few examples of most uncommon errors which infrequently occur in the performance of the work.

- University or department policies and procedures not followed correctly

10. EFFORT
Describe concentrated periods of auditory (hearing/listening); visual (seeing); perceptual (understanding / comprehending); and physical dexterity (finger/hand movements, eye/hand coordination, lifting, carrying, pushing, pulling, reaching etc.). For each example of effort, indicate the concentrated duration (less than 1 hour at a time, 1-2 hours at a time, more than 2 hours at a time) and frequency (occasional, frequent, continuous).

<table>
<thead>
<tr>
<th>Type of Effort</th>
<th>Duration</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditory</td>
<td>&gt;2 hours</td>
<td>Occasional</td>
</tr>
<tr>
<td>Visual</td>
<td>1-2 hours</td>
<td>Frequent</td>
</tr>
</tbody>
</table>
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<thead>
<tr>
<th>Type of Effort</th>
<th>Duration</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perceptual</td>
<td>1-2 hours</td>
<td>Frequent</td>
</tr>
<tr>
<td>Physical Dexterity (e.g. keyboarding)</td>
<td>1-2 hours</td>
<td>Frequent</td>
</tr>
<tr>
<td>Non-confined sitting</td>
<td>1-2 hours</td>
<td>Frequent</td>
</tr>
<tr>
<td>Standing, walking</td>
<td>&lt; 1 hour</td>
<td>Occasional</td>
</tr>
<tr>
<td>Lifting, carrying (office supplies)</td>
<td>&lt; 1 hour</td>
<td>Occasional</td>
</tr>
</tbody>
</table>

11. WORKING CONDITIONS

a) Describe the place(s) where work is performed such as office environment, laboratory, outside work site, etc. Also identify the number of hours (of the total hours worked per week) spent in the place(s).

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours spent as a total of hours worked per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Office</td>
<td>35/35 hours</td>
</tr>
</tbody>
</table>

b) Describe any uncomfortable and/or distracting conditions in the workplace(s) which an incumbent is exposed to on a regular basis and the frequency of the exposure. (e.g. interruptions, distracting noise, unpleasant odours, dust, drafts, inks, dyes, cleaning agents, toner for printers, temperature extremes, heavy dust conditions, wetness, fumes, vibrations, etc.)

<table>
<thead>
<tr>
<th>Uncomfortable Conditions</th>
<th>Frequency of Exposure (Occasional, Frequent, or Continuous)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interruptions</td>
<td>Frequent</td>
</tr>
<tr>
<td>Distracting noises</td>
<td>Occasional</td>
</tr>
</tbody>
</table>

c) Describe any potential health or safety hazards etc. and the frequency of exposure of each hazard. (e.g. dealing with complaints and/or verbal/physical abuse; noise levels that interfere with normal speech/hearing; toxic gases or materials; dangerous chemicals, combustibles, radioactive material; repetitive arm, finger, wrist movements or other activities that may result in a physical injury; high speed, pressurized equipment; high voltage; heights above five feet; bio-hazardous wastes, body fluids, etc.)

<table>
<thead>
<tr>
<th>Potential Health or Safety Hazards</th>
<th>Frequency of Exposure (Occasional, Frequent, or Continuous)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dealing with complaints and/or verbal abuse</td>
<td>Occasional</td>
</tr>
<tr>
<td>Repetitive arm, finger, wrist movements (keyboarding)</td>
<td>Frequent</td>
</tr>
</tbody>
</table>
12. CONTINUING EDUCATION
Check each description that applies.

☐ a) Does not require any continuing education.

☒ b) Requires learning new university/department related procedures and/or methods.

☐ c) Requires learning new procedures and/or methods acquired through reading non-university/department publications.

☐ d) In addition to B and C, requires registration in formal seminars, training sessions, workshops, conferences, etc.

☐ e) In addition to B, C, and D, requires registration in post-secondary courses (one semester/equivalent).

13. QUALIFICATIONS
Minimum required to satisfactorily perform the work.

Formal education qualifications: identify the highest level of formal schooling required.

High school graduation and general courses or training of moderate duration (equivalent to one semester) in word processing, database, spreadsheet and web applications; and office practices.

In addition to formal education, identify the certification or program of study required.

None

In addition to the above qualifications, the number of years of minimum experience are:

2 Years

Check one:

☒ An equivalent combination of formal education, certificate/program of study ad experience is acceptable.

☐ An equivalent combination of education, certificate/program of study and experience is not acceptable because: (please explain)

Occupational Skills: Identify skills specifically required to perform the work of the position.

55 wpm keyboarding skill with high degree of accuracy.

Good knowledge of standard office procedures.

Ability to use word processing, spreadsheet, database, web browser, web updating and electronic mail applications (e.g., Word, Excel, FileMaker, Explorer, CQ 5, SFU-Connect) at an intermediate level.

Ability to use enterprise level information systems (e.g., PeopleSoft, SAP or equivalent) at an intermediate level.

Ability to maintain records with a high degree of accuracy.

Ability to produce an accurate verbatim transcription of the Senate meeting audio record.

Ability to take informal meeting minutes and produce a written transcription of meetings under the direction of the supervisor.

Excellent client service and interpersonal skills.

Good analytical reasoning, problem-solving and organizational skills.

Good written and oral communication skills.

Ability to handle confidential material with discretion.
Occupational Requirement(s): Identify non-skill requirements to perform the work such as ability to work shifts and/or be on-call; ability to travel periodically outside the lower mainland; have a valid driver’s license; ability to lift, move or carry equipment or materials over 10 kg; etc.

Ability to lift, move, or carry supplies weighing up to 10 kg.

14. APPROVAL AND REVIEW

Evaluating Supervisor Approval: Information provided in the job description accurately reflects the requirements of the position.

__________________________________________  __________________________________________
Name of Evaluating Supervisor                  Signature of Evaluating Supervisor

__________________________________________
Date

Employee Review: I have read and understand the requirements of the position.

__________________________________________  __________________________________________
Name of Employee                                Signature of Employee

__________________________________________
Date