

Invites applications for the following position (s):

SFU's Temporary Pool

SFU's Temporary Pool provides temporary clerical, secretarial and technical support to departments for special projects, during periods of absence, or for work overload.

The Temporary Pool is a recognized entry point to continuing employment at the University. Temporary Pool employees who want continuing positions compete as internal candidates for posted vacancies. Temporary Pool employees who want to maintain maximum flexibility can remain in the Temporary Pool, accepting assignments on a one-by-one basis.

Assignments vary widely in responsibilities and salary levels, and can be up to three months in duration. Typical temporary work:

- Office Administration
- Secretarial
- Technical
- Data entry
- Word Processing
- Reception
- Desktop Publishing
- Web Design
- Event Management
- General clerical; e.g. mail-outs, filing, etc.

Typical qualifications required:

Please note that the qualifications required for specific job assignments will vary:

- High School graduation or equivalent.
- 2 years experience in a broad range of office functions.
- 50 wpm keyboard skill with a high degree of accuracy.
- Software proficiency – including Word, Excel, FileMaker, PowerPoint, SFU Connect, Access, Netscape and Explorer.
- Knowledge of MacIntosh and/or PC platforms.
- Excellent oral and written communication skills.
- Excellent knowledge of general office procedures and practices.
- Demonstrated ability to handle confidential material and information with discretion.
- Good organizational skill.
- Demonstrated ability to work independently.
- Demonstrated ability to adapt to changing office environments and assignment levels.
- Excellent proofreading skill.
- Demonstrated ability to exercise mature judgment and initiative.

SFU's Human Resources accepts Temporary Pool Applications on an ongoing basis.

Please submit a resume and cover letter to the attention of the Coordinator, Temporary Support Services. 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.