

Invites applications for the following position (s):

COMPETITION NUMBER: 028

C.U.P.E. Local 3338 – Temporary Position

SECRETARY, GRADE 7

FACULTY OF EDUCATION – GRADUATE PROGRAMS ADMINISTRATION

POSITION NUMBER: 64481

REPOST

(If you applied to the original posting, you will be included in this competition.)

POSITION OUTLINE:

As Secretary to the Director, Graduate Programs for the Faculty of Education, the incumbent screens incoming calls, schedules appointments and maintains the Director's calendar; responds to requests for Graduate Programs information; resolves non-routine registration problems; composes general and confidential correspondence, communicates with graduate students regarding their program of study; designs and maintains a computerized student record system; receives, checks and processes comprehensive examination forms; coordinates thesis defences; provides administrative support to Graduate Programs Committee, administrative staff, and programs; coordinates meetings within Graduate Programs in the Faculty of Education. Performs other related duties consistent with position title and classification.

QUALIFICATIONS:

- **High School Graduation, and one year of post-secondary education or formal program equivalent, including courses or formal training in office procedures, data processing, database, spreadsheet and desktop publishing applications.
- **3 years of related experience.
- 60 wpm keyboarding with a high degree of accuracy.
- Ability to use word processing, spreadsheet, database, web, desktop publishing and communication applications (eg., Microsoft Word, Excel, FileMaker, Contribute, InDesign and PowerPoint) at an intermediate level.
- Ability to use enterprise-level information systems (e.g., PeopleSoft, SIMS, or equivalent) at an intermediate level.
- Ability to exercise mature judgment and initiative.
- Ability to handle confidential/sensitive material with discretion.
- Excellent organizational and time management skills, including the ability to prioritize work in the context of performing multiple tasks.
- Excellent knowledge of standard office practices, procedures and equipment.
- Excellent knowledge of grammar, punctuation, spelling, and composition.
- Ability to work independently and meet deadlines.
- Excellent interpersonal, oral and written communication skills.
- Ability to work as a member of a team.
- Ability to take and transcribe meeting minutes with a high degree of accuracy.
- Excellent analytical reasoning and problem-solving skills.
- Excellent decision-making skills.
- Ability to compose correspondence.
- Ability to complete high volume of work within deadlines, while dealing with frequent interruptions.
- Ability to adapt to changes to university and departmental policies and procedures.
- Ability to maintain records with a high degree of accuracy.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Excellent knowledge of university regulations, policies and procedures.
- Ability to work occasional evenings and weekends.
- Ability to lift, move, or carry student file boxes weighing up to 10 kg.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY:

\$21.15

START DATE:

ASAP

POSITION END DATE:

March 5, 2013

A detailed resume and cover letter quoting **Competition #028** must be received in our office by **4:30 pm on February 15, 2012**, addressed to the attention of Monica Swanson, 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.