Invites applications for the following position(s):

**COMPETITION NUMBER: 314**
C.U.P.E. Local 3338 – Temporary Positions
TECHNICIAN, GRADE 5
EDUCATION CENTRAL, FACULTY OF EDUCATION
POSITION NUMBER: 114993

**POSITION OUTLINE:**
Provides support and assistance to users of Education Central in audio visual technologies, minor hardware and software problems and wireless connections. Provides support in ensuring room set-up according to the users’ request. Monitors and maintains the security of the resources within Education Central. Provides clerical support to Education Central, as required. Performs other duties and responsibilities consistent with the job description and classification on request. **Please note: There are up to 3 positions available. These are part-time positions working 15-30 hours bi-weekly and must be able to work evenings and possibly weekends. Priority will be given to qualified registered SFU students who must submit a Fall 2014 class schedule with their cover letter and resume.**

**QUALIFICATIONS:**
- **High school graduation and general courses or training of short duration (up to two weeks) in standard computer applications such as, word processing.**
- **1 year of related experience.**
- Ability to use word processing, spreadsheet, database and e-mail applications (e.g., Word, Excel, FileMaker Pro, Eudora) at a basic level.
- Good knowledge of computers and operation systems (e.g., Macs, PCs, Windows).
- Good knowledge of audio visual equipment.
- 40 wpm keyboarding with a high degree of accuracy.
- Ability to perform minor repairs using common hand tools (e.g. cordless drill, screwdriver).
- Excellent organizational skills.
- Excellent interpersonal skills.
- Good oral communication skills.
- Ability to exercise mature judgment and initiative.
- Ability to work independently and meet deadlines.
- Ability to handle confidential/sensitive material with discretion.
- Ability to follow oral and written instructions.
- Ability to lift or move packages, cartons/boxes and furniture weighing up to 75 lbs.
- Ability to work early mornings, evenings and weekends.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**HOURLY SALARY:** $19.39

**START DATE:** September 2, 2014

**POSITION END DATE:** December 1, 2014

A detailed resume and cover letter quoting **Competition #314** must be received in our office by 4:30 pm on **August 18, 2014**, addressed to the attention of Deborah Walker, Human Resources Advisor. Please follow the application instructions at: [http://www.sfu.ca/hr/prospective_employees/HowToApply.html](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.

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_The University is committed to the principle of equity in employment_

A more detailed job description may be obtained at [www.sfu.ca/jobpostings](http://www.sfu.ca/jobpostings)