Invites applications for the following position(s):

COMPETITION NUMBER: 518
C.U.P.E. Local 3338 – Temporary Position
CLERK, GRADE 4
FRENCH

POSITION NUMBER: 43343

POSITION OUTLINE:
Provides user support and operating services for French Instructional Computer Lab designated for language learning. Responds to inquiries relating to use of software and hardware. Resolves minor software and hardware problems. Monitors lab drop-in hours ensuring that rules of the microcomputer facility are observed. Maintains lab security. Performs other duties and responsibilities consistent with the job description and classification on request.

Please note: There are 2-3 part-time positions available working 2-10 hours per week. These positions are subject to funding. Priority will be given to registered SFU students who must include a course timetable for Spring 2016 with their resume and cover letter.

QUALIFICATIONS:
- High school graduation and general courses or training of short duration (up to 2 weeks) in computer technology.
- 1 year of related experience.
- 30 wpm keyboarding skill with a high degree of accuracy.
- Basic comprehension of oral and written French.
- Basic knowledge of computing technology.
- Basic knowledge of language learning software.
- Good organizational skills.
- Good oral communication skills.
- Good problem-solving skills.
- Ability to install software applications.
- Ability to resolve minor software and hardware problems.
- Ability to provide user support.
- Ability to work independently.
- Ability to exercise mature judgment and initiative.
- Ability to lift up to 10 kg.
- Ability to work shifts including up to 7:30 pm.
- An equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $18.40
START DATE: January 5, 2016
POSITION END DATE: April 15, 2016

A detailed resume and cover letter quoting Competition #518 must be received in our office by 4:30 pm on November 30, 2015, addressed to the attention of Linda Chan, 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