Invites applications for the following position(s):

COMPETITION NUMBER: 536
C.U.P.E. Local 3338 – Temporary Position
SECRETARY, GRADE 6
COMMUNITY ENGAGEMENT – SFU VANCOUVER
POSITION NUMBER: 118272

POSITION OUTLINE:
Assists with communications for SFU's Vancity Office of Community Engagement regarding its activities, programs, and community events. Assists the Director of Community Engagement, and other staff of the SFU Woodward's Community Engagement program team, with the maintenance of the website by: copy-editing and photo-editing; creating content, status updates, event invitations: creating links to partner pages; and uploading content. Supports the online presence of SFU's Vancity Office of Community Engagement by drafting tweets, Facebook posts, and other community event notifications. Performs other duties and responsibilities consistent with the job description and classification on request. **Please Note: Priority will be given to qualified registered SFU students who must submit a Spring 2016 class schedule with their cover letter and resume. This is a part-time position working 28 hours bi-weekly. This position is located at Goldcorp Centre for the Arts, 149 West Hastings Street, Vancouver, BC.**

QUALIFICATIONS:
- **High school graduation and one year of post-secondary education including training in word processing, copy-editing, photo-editing, and web and on-line publishing.**
- **2 years of related experience.**
- **50 wpm keyboarding skills with a high degree of accuracy.**
- Good knowledge of best practices and the use of social media (e.g., Hootsuite, Facebook, and Twitter).
- Some knowledge of HTML.
- Excellent editing and proofreading skills.
- Ability to use word processing and presentation applications (e.g., Word, PowerPoint).
- Ability to use desktop and web publishing applications (e.g., Photoshop, Final Cut Pro).
- Ability to use web content management applications (e.g., CQ5, Wordpress).
- Ability to draft tweets, Facebook posts, event notices, and other content.
- Ability to use a digital SLR camera, video camera, and audio recorder to record events.
- Ability to work independently within deadlines.
- Excellent interpersonal and client service skills.
- Excellent communication (oral and written) skills.
- Excellent organizational skills.
- Ability to work flexible hours including evenings and weekends when required to attend events.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

HOURLY SALARY: $20.87
START DATE: January 4, 2016
POSITION END DATE: May 1, 2016

A detailed resume and cover letter quoting Competition #536 must be received in our office by **4:30 pm on December 7, 2015**, addressed to the attention of Francesca Turrell, 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.

*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)