Invites applications for the following position(s):

COMPETITION NUMBER: 543
C.U.P.E. Local 3338 – Temporary Position
CLERK TYPIST, GRADE 5
STUDENT SERVICES – RECREATION ADMIN
POSITION NUMBER: 114163

POSITION OUTLINE:
Responds to requests for information regarding Athletic & Recreation services and programs which include: gym memberships; gym/book locker rentals and renewals; Athletic & Recreation programs; and facility services. Activates gym memberships and locker rentals; registers students, staff, faculty, alumni and the general public for a variety of Athletic & Recreation programs (e.g., aquatics, camps, clinics, fitness); and processes refunds and credits. Responds and resolves minor problems associated with program or service conflicts, cancellations, and complaints. Reconciles daily transactions (e.g., cash, cheques, credit cards) for programs and services and prepares the cash float. 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 35 hours bi-weekly. Ability to work flexible hours during office business hours – Monday to Friday 8:00AM - 6:00PM including the occasional evening and weekend.

QUALIFICATIONS:
• **High school graduation and training of moderate duration (one semester) in word processing, database, and desktop publishing applications.
• **1 year of related experience.
• 55 wpm keyboarding skill with a high degree of accuracy.
• Ability to use database and electronic mail applications (e.g., CLASS, SFU Connect) at an intermediate level.
• Ability to use word processing and desktop publishing applications (e.g., MS Word, Publisher) at a basic level.
• Good knowledge of standard office practices, methods and equipment.
• Excellent interpersonal, customer service, and oral communication skills.
• Good problem solving skills.
• Good written communication skills.
• Good organizational skills.
• Ability to handle confidential information with discretion.
• Ability to maintain records with accuracy.
• Ability to work independently.
• Ability to perform cashier duties (e.g., cash, cheques, credit cards) and balance receipts with a high degree of accuracy.
• Ability to exercise mature judgment and initiative.
• Ability to add, subtract, and multiply.
• Ability to work flexible hours including evenings and weekends.
• Ability to lift, move, or carry materials and supplies up to 10 kg.
• **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $19.59
START DATE: ASAP
POSITION END DATE: April 15, 2016

A detailed resume and cover letter quoting Competition #543 must be received in our office by 4:30 pm on December 9, 2015, 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. We thank all applicants for their interest; however, only those selected for interviews will be contacted.