Invites applications for the following position (s):

**COMPETITION NUMBER: 334**

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

**PROGRAM ASSISTANT, GRADE 7**

**FACULTY OF SCIENCE – ENVIRONMENTAL MEDICINE AND PHYSIOLOGY**

**POSITION NUMBER: 119389**

**REPOST**

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

**POSITION OUTLINE:**
Provides administrative, clerical, and secretarial support for the Director, Environmental Medicine and Physiology Unit (EMPU) and the day-to-day activities of the unit. Provides front line support services; types, proofreads, and edits letters, reports, forms and other general correspondence and maintains databases; provides information to researchers, instructors, students, the general public, and external business/industry, regarding EMPU courses and training programs; schedules lab/chamber bookings; prepares patient/subject orientation packages for initial consultations and confirms scheduling for treatment sessions; and coordinates the invoicing system for fees related to the use of the EMPU lab. Prepares statistical summaries and reports related to all projects and activities in the EMPU using database, spreadsheet, and word processing applications (i.e., FileMaker Pro, Excel, Word). Designs, creates, and modifies databases (i.e., FileMaker Pro) and spreadsheets (i.e., Excel); processes invoices for fee payments; and prepares deposits for processing. Monitors the unit’s operating budget using the University’s financial reporting system (i.e., FAST) and reconciles requisitions, invoices, journal vouchers, and budget transfers. Provides secretarial and administrative support for staff meetings and steering committee meetings. Performs other duties and responsibilities consistent with the job description and classification on request. **Please Note: This is a part-time position working 35 hours bi-weekly. Priority will be given to qualified registered SFU students who must submit a Fall 2016 class schedule with their cover letter and resume.**

**QUALIFICATIONS:**
- High school graduation and one year of post-secondary education or formal program equivalent including training in bookkeeping practices, and word processing, spreadsheet, and database applications.
- 3 years of related experience.
- 60 wpm keyboarding skill with a high degree of accuracy.
- Excellent knowledge of bookkeeping principles.
- Good knowledge of standard office practices, methods and equipment.
- Good knowledge of University regulations, policies, and procedures.
- Excellent interpersonal and organizational skills.
- Excellent communication (oral and written) skills.
- Excellent analytical and problem-solving skills.
- Good proofreading and editing skills.
- Ability to use word processing, spreadsheet, database, web content management, and online financial reporting applications, (i.e., Word, Excel, FileMaker Pro, AEM, FAST/PeopleSoft) at an intermediate level.
- Ability to record and transcribe minutes with a high degree of accuracy.
- Ability to maintain records with a high degree of accuracy.
- Ability to exercise mature judgment and initiative.
- Ability to follow oral and written instructions.
- Ability to handle confidential/sensitive material with discretion.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Ability to successfully complete University laboratory safety training (i.e., General Lab Safety).
- Ability to work independently.
- Ability to lift up to 10 kg.
- Ability to work flexible hours.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**HOURLY SALARY:**

$22.43

**START DATE:**

ASAP

**POSITION END DATE:**

January 1, 2017

A detailed resume and cover letter quoting Competition #334 must be received in our office by 4:30 pm on August 3, 2016, addressed to the attention of Jennifer Harrington, 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).