Invites applications for the following position(s):

**COMPETITION NUMBER: 347**

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

**SECRETARY, GRADE 7**

**VICE-PRESIDENT RESEARCH - INNOVATION OFFICE – SFU SURREY**

**POSITION NUMBER: 117842**

**POSITION OUTLINE:**
Provides secretarial and administrative support for the Venture Connection Program including coordinating meetings and arranging appointments; drafting and circulating agendas and materials; booking rooms and organizing meeting resources; taking, transcribing and distributing meeting minutes, and initiating follow-up; maintaining office files; and liaising with administrative and academic personnel, students, contractors, community members, external organizations, government and agency personnel. Provides financial support by preparing and tracking participant agreements; administering operating and special purpose fund budgets, researching costs for forecasting purposes, reconciling and preparing reports for project and program finances; assisting in the preparation of funding proposals, budgets and reports. Maintains accurate database and spreadsheet records; processes a variety of forms and documents; creates, reviews, and/or maintains a system, application and paper based records; and responds to routine and general problems. Assists with clerical and logistical support services for events, workshops, seminars, etc. by assisting in the preparation of requests for information, quotations, proposals, and service contracts. Coordinates the selection, acquisition, and/or maintenance of software, hardware, office equipment and ancillary services. Performs other duties and responsibilities consistent with the job description and classification on request.

*Please note: This is a part-time position working 56 hours bi-weekly. Priority will be given to qualified registered SFU students who must submit a Summer 2016 class schedule with their cover letter and resume. This position is located at Central City, Surrey, BC.*

**QUALIFICATIONS:**
- **High school graduation and one year of post-secondary education or formal program equivalent including courses or formal training in word processing, spreadsheet and database applications and office procedures.
- **3 years of related experience.
- 60 wpm keyboarding skill with a high degree of accuracy.
- Ability to use enterprise level information and financial systems (e.g., PeopleSoft, FAST, or equivalent) at an intermediate level.
- Ability to use standard office applications (e.g., Word, FileMaker, Access, Excel, Explorer, Corporate Time, PowerPoint) at an intermediate level.
- Excellent interpersonal and customer service skills.
- Good oral and written communication skills.
- Excellent analytical reasoning, problem-solving and organizational skills.
- Ability to exercise mature judgment and initiative.
- Ability to follow oral and written instructions.
- Ability to handle confidential and sensitive material with discretion.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Ability to take and transcribe minutes with a high degree of accuracy.
- Good knowledge of standard office record keeping and filing procedures.
- Good knowledge of bookkeeping and basic accounting procedures.
- Ability to lift/carry office supplies weighing up to 10 kg.
- Ability to attend off-campus meeting and work occasional early mornings, evenings and weekends.
- Ability to work independently and meet deadlines.
- **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:** December 23, 2016

A detailed resume and cover letter quoting **Competition #347** must be received in our office by **4:30 pm on June 27, 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.

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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)