Invites applications for the following position(s):

**COMPETITION NUMBER: 220**

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

**CLERK TYPIST, GRADE 5**

**SENATE AND ACADEMIC SERVICES**

**POSITION NUMBER: 111770**

**POSITION OUTLINE:**

Provides general clerical services for Senate and Academic Services; types, duplicates and reproduces a variety of materials; maintains the integrity of information systems, databases, web pages, and office files; assists with the administration of meetings, events, workshops, seminars and special events; orders office supplies. Produces a verbatim transcription of the Senate meeting audio record on a monthly basis. On a back-up basis, attends Senate-related meetings and takes informal minutes and produces a written transcription of these meetings under the guidance of the supervisor. Provides assistance related to convocation ceremonies. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: This is a part-time position working up to 20 hours bi-weekly. Priority will be given to qualified registered SFU students who must submit a Summer 2017 class schedule with their cover letter and resume.

**QUALIFICATIONS:**

- **High school graduation and general courses or training of moderate duration (equivalent to one semester) in word processing, database, spreadsheet and web applications; and office practices.**
- **2 years of related experience.**
- 55 wpm keyboarding skill with high degree of accuracy.
- Good knowledge of standard office procedures.
- Ability to use word processing, spreadsheet, database, web browser, web updating and electronic mail applications (e.g., Word, Excel, FileMaker, Explorer, CQ 5, SFU-Connect) at an intermediate level.
- Ability to use enterprise level information systems (e.g., PeopleSoft, SAP or equivalent) at an intermediate level.
- Ability to maintain records with a high degree of accuracy.
- Ability to produce an accurate verbatim transcription of the Senate meeting audio record.
- Ability to take informal meeting minutes and produce a written transcription of meetings under the direction of the supervisor.
- Excellent client service and interpersonal skills.
- Good analytical reasoning, problem-solving and organizational skills.
- Good written and oral communication skills.
- Ability to handle confidential material with discretion.
- Ability to lift, move, or carry supplies weighing up to 10 kg.
- An equivalent combination of formal education, certificate/program of study and experience is acceptable.

**HOURLY SALARY:** $20.14

**START DATE:** ASAP

**POSITION END DATE:** August 31, 2017

A detailed resume and cover letter quoting **Competition #220** must be received in our office by 4:30 pm on April 24, 2017, 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](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)