Invites applications for the following position(s):

**COMPETITION NUMBER: 253**

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

**SECRETARY, GRADE 8**

FACULTY OF ENVIRONMENT – OFFICE OF THE DEAN

**POSITION NUMBER: 105519**

**REPOST**

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

**POSITION OUTLINE:**

As Secretary to the Dean, the incumbent screens incoming calls to the Dean, schedules appointments and maintains the Dean’s calendar; responds to requests for information and handles routine and general problems; assists the Dean with the preparation of reports and correspondence; types letters, reports, research papers, and general and confidential correspondence, designs and develops presentations; creates, reviews, archives and maintains electronic and paper based files and records; provides secretarial and administrative support to Faculty Committees; provides clerical support for the management and administration of Faculty budgets, programs and services; coordinates faculty appointments, renewals, tenure and promotion, leaves, and salary reviews; arranges travel; provides a range of secretarial and clerical support services for events, workshops, seminars, and special events; and prepares grant applications. Performs other duties and responsibilities consistent with the job description and classification on request.

**QUALIFICATIONS:**

- **High school graduation and one year of post-secondary education or formal program equivalent including training in word processing, database, spreadsheet, and presentation applications; bookkeeping; and secretarial practices.**
- **5 years of related experience.**
- 70 wpm keyboarding skill with high degree of accuracy.
- Ability to use word processing, database, spreadsheet, presentation, web and communication applications (e.g., Word, Access, Excel, PowerPoint, Explorer, Eudora/Outlook, Calendaring) at an advanced level.
- Ability to use enterprise level information systems (e.g., PeopleSoft, SAP or equivalent) at an intermediate level.
- Excellent knowledge of standard office practices, methods, and equipment.
- Excellent knowledge of grammar, punctuation, spelling, and composition.
- Excellent oral, written and interpersonal communications skills.
- Excellent organizational, analytical, and problem-solving skills.
- Ability to compose correspondence.
- Ability to take and transcribe meeting minutes with accuracy.
- Ability to exercise mature judgement and initiative.
- Ability to exercise tact and discretion when handling sensitive and confidential information.
- Ability to work independently and meet deadlines.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Ability to provide instructions and direction to others.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**BI-WEEKLY SALARY:** $1,703.42

**START DATE:** ASAP

A detailed resume and cover letter quoting **Competition #253** must be received in our office by **4:30 pm on July 24, 2017**, addressed to the attention of Bela Barros, 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)*