Invites applications for the following position(s):

**COMPETITION NUMBER: 281**

C.U.P.E. Local 3338 – Continuing Position
SECRETARY, GRADE 7
FACULTY OF APPLIED SCIENCES – OFFICE OF THE DEAN

POSITION NUMBER: 1872

REPOST

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

**POSITION OUTLINE:**
Provides confidential secretarial, administrative, and logistical support to the Faculty of Applied Sciences (FAS), Office of the Dean at the SFU Burnaby and Surrey campuses. Assists in the programming of activities and events that align with the strategic direction of the Faculty. Responds to requests for information; composes, proofreads, edits, and distributes general and confidential correspondence (i.e., letters, memos, forms, reports) for internal and external communication on behalf of the Faculty and Senior Leadership team. Assists Senior Management in academic and event planning by gathering information, writing briefing notes and providing recommendations for opportunities to promote the Faculty’s activities. Maintains the accuracy and integrity of departmental records, files, databases and spreadsheets of a highly confidential nature; provides secretarial support to various standing and ad-hoc committees by scheduling meetings and appointments; drafting and circulating agendas and materials; booking rooms and organizing meeting resources; and recording, transcribing, and distributing minutes of meetings. Supports departmental events by preparing and monitoring event budgets, in collaboration with Supervisor, ascertaining and tracking expenses and revenue, and attending and assisting with events. Assists with the creation of promotional documents and presentations, and maintains the departmental website, social media sites, and newsletter. Provides relief coverage for the Secretary to the Dean and Financial and Administrative Assistant during peak periods and/or short absences and vacation. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: This position is located at the SFU Burnaby campus and the SFU Surrey campus.

**QUALIFICATIONS:**
- **High school graduation and two years of post-secondary education or formal certificate/diploma program equivalent in office practices, business administration, and/or event planning.**
- **3 years of related experience.**
- 60 wpm keyboarding skill with a high degree of accuracy.
- Good knowledge of standard office practices, methods and equipment.
- Good knowledge of standard university programs, policies and procedures.
- Excellent business writing, proof-reading and editing skills.
- Excellent interpersonal (including inter-cultural) and communication (oral and written) skills.
- Excellent organizational and problem-solving skills.
- Ability to use standard word processing, database, spreadsheet, presentation, publication, web updating, e-mail, and scheduling applications (e.g., Word, Access, Excel, PowerPoint, Access, Prezi, Adobe InDesign, AEM, SFU Connect) at an intermediate level.
- Ability to use standard information management systems and financial reporting systems (e.g., PeopleSoft/HAP, SIMS, OASIS, FAST) at an intermediate level.
- Ability to create fillable PDFs.
- Ability to create and use standard survey tools (e.g., SurveyMonkey, Doodle Poll) at an intermediate level.
- Ability to use an online scheduling tool and event invitation software (i.e., SFU Connect, Campaigner) at an intermediate level.
- Ability to use or write HTML Code at a basic level.
- Ability to exercise mature judgment and initiative.
- Ability to handle confidential/sensitive material with discretion.
- Ability to work with frequent interruptions.
- Ability to work independently, organize time, set priorities, and meet deadlines.
- Ability to take and transcribe minutes with a high degree of accuracy.
- Ability to perform mathematical calculations with a high degree of accuracy.
- Ability to use online web browsers (e.g., Explorer/Mozilla Firefox, and Safari) at an intermediate level.
- Ability to conduct research and analysis regarding background information with a high degree of detail.
- Ability to analyze and assess complex situations and determine solutions.
- Ability to understand and explain academic, administrative and basic financial policies.
- Ability to work as a member of a team.
- Ability to be courteous and to exercise tact and diplomacy.
- Ability to be flexible and adaptable in a fast-changing environment.
- Ability to follow oral and written instructions.
- Ability to attend and work at functions outside of normal working hours (e.g., evenings and weekends).
- Ability to arrange suitable transportation to work at multiple SFU campuses and external locations (e.g., Surrey, Vancouver, and Burnaby, etc.).
- Ability to lift, move or carry materials up to 10 kg.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

**BI-WEEKLY SALARY:** $1,599.46

**START DATE:** ASAP

A detailed resume and cover letter quoting **Competition #281** must be received in our office by **4:30 pm on July 19, 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)