Invites applications for the following position(s):

**COMPETITION NUMBER: 388**

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

**CLERK, GRADE 6**

SFU VANCOUVER ADMINISTRATION

POSITION NUMBER: 121734

**REPOST**

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

**POSITION OUTLINE:**

Reporting to Director, Finance & Administration and under direction of the Coordinator, Campus & Community Engagement, helps support ongoing communications regarding SFU Vancouver campus related events, academic programs, stories, and initiatives, and its related community. Assists with the maintenance and moderation of SFU Vancouver’s social media channels (i.e., Facebook, Twitter, Instagram, Hootsuite), as well as print and web communications, by drafting, posting, proofreading, and updating content for print, e-news, digital and report publications. Monitors the campus’ digital and social media channels, including a campus website and multiple website subscription forms. Supports the office in event planning and coordination, including volunteer recruitment and training, as well as on site event assistance. Performs additional duties consistent with the current classification, as assigned. Performs other duties and responsibilities consistent with the job description and classification on request. Please Note: This is a part-time position working 42 hours bi-weekly, and is located at Harbour Centre, 515 West Hastings Street, Vancouver, BC. Priority will be given to qualified registered SFU students who must submit a Fall 2017 class schedule with their cover letter and resume.

**QUALIFICATIONS:**

- High school graduation and one year of post-secondary education including training in graphics, photo/video, web design, and business writing.
- **2 years of related experience.**
- 55 wpm keyboarding skills with high degree of accuracy.
- Excellent knowledge of grammar, punctuation, spelling, and composition.
- Good knowledge of standard branding and communications principles and practices.
- Basic knowledge of HTML.
- Excellent organizational, interpersonal, analytical reasoning and problem-solving skills.
- Excellent communication (oral and written) skills.
- Ability to draft, proofread and edit written materials.
- Ability to follow oral and written instructions.
- Ability to pay close attention to details.
- Ability to write basic content for web, blogs, newsletters and social media.
- Ability to use social media tools (e.g., Facebook, Twitter, Instagram and Hootsuite) at an intermediate level.
- Ability to use standard design applications (e.g., Photoshop, InDesign, etc.) at a basic level.
- Ability to understand and consolidate web analytics (e.g., Google Analytics, Twitter Analytics, etc.) at a basic level.
- Ability to use word-processing, database, spreadsheet, and web updating applications (e.g., MS Word, Access, Excel, AEM, WordPress) at an intermediate level.
- Ability to use and update digital signage and email systems (e.g., Campaigner, SFU Connect, BrightSign) at an intermediate level.
- Ability to use online search engines (e.g., Google) at an intermediate level.
- Ability to use an online volunteer system (e.g., MyInvolvement) to administer volunteers.
- Ability to work independently and as a member of a team.
- Ability to prioritize work and meet deadlines while dealing with a wide variety of requests.
- Ability to handle confidential material and information with discretion.
- Ability to lift, move or carry equipment, banners or materials up to 10 kg.
- Ability to work flexible hours, including occasional evening and weekends, as required.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**
HOURLY SALARY: $21.45
START DATE: ASAP
POSITION END DATE: March 31, 2018

A detailed resume and cover letter quoting Competition #388 must be received in our office by 4:30 pm on July 26, 2017, addressed to the attention of Francesca Turrell, Human Resources Advisor. Please follow the application instructions at: 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