Invites applications for the following position(s):

COMPETITION NUMBER: 396

C.U.P.E. Local 3338 – Temporary Position
SECRETARY, GRADE 6
LANGUAGE TRAINING INSTITUTE
POSITION NUMBER: 121746

POSITION OUTLINE:
Provides secretarial and clerical support for the Language Training Institute. Responds to requests for information primarily dealing with undergraduate program admission, registration, courses, exams, grading, and graduation processes and procedures; types letters, reports, and general correspondence; processes a variety of forms and documents by checking completeness and accuracy, providing verification, initiating follow-up, routing materials, clarifying procedures, and posting updates; creates and maintains student information system records, and electronic and paper based files and prints, checks, and disseminates a variety of reports; responds to routine and general problems related to undergraduate programs and courses; coordinates meetings, course evaluations, book requests, and course outlines; and maintains accurate database and spreadsheet records. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: This is a part-time position working 35 hours bi-weekly. 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 general courses or training of moderate duration (one semester or equivalent) in word processing, spreadsheet and database applications and office procedures.
- **2 years of related experience.
- 55 wpm keyboarding skill with a high degree of accuracy.
- Good knowledge of standard office practices and procedures.
- Good knowledge of university policies and procedures.
- Excellent interpersonal and customer service skills.
- Excellent attention to detail.
- Good oral and written communications skills.
- Excellent analytical reasoning, problem-solving and organizational skills.
- Ability to use enterprise level information systems (e.g., PeopleSoft, SAP) at an intermediate level.
- Ability to use standard office applications and content management systems (e.g., Word, FileMaker, Excel, AEM) at an intermediate level.
- Ability to work independently.
- 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 lift, move or carry supplies and equipment weighing up to 10kg.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $21.45
START DATE: August 21, 2017
POSITION END DATE: August 20, 2018

A detailed resume and cover letter quoting Competition #396 must be received in our office by 4:30 pm on July 19, 2017, addressed to the attention of Linda Chan, 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