Invites applications for the following position(s):

**COMPETITION NUMBER: 408**

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

**CLERK, GRADE 4**

**RESIDENCES**

**POSITION NUMBER: 119597**

**POSITION OUTLINE:**

Reporting to the Coordinator, Residence Facilities Services, the Room Condition Inspector enters and visually inspects occupied student residence units throughout the term, and vacant residence units at the end of the term. The incumbent determines and records the condition and cleanliness of the units and any missing inventory, and provides recommendations for maintenance to be completed prior to units being cleaned and released for occupancy as needed. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: There are up to 8 positions available and candidates may be scheduled Sunday through Saturday. These are part-time positions with varying hours of work. 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 short duration (up to two weeks) in word processing, spreadsheet, and database applications.**
- 40 wpm keyboarding with a high degree of accuracy.
- Ability to operate mobile devices (e.g., tablet computers such as iPads) and related applications, including taking and uploading photographs, at an intermediate level.
- Ability to use standard enterprise database applications (e.g., StarRez) at a basic level.
- Ability to use word processing, spreadsheet, and e-mail applications (e.g., Word, Excel, SFU Connect) at a basic level.
- Ability to maintain records with a high degree of accuracy.
- Ability to handle confidential/sensitive material with discretion.
- Excellent attention to detail skills.
- Excellent interpersonal and customer service skills.
- Excellent oral and written communication skills.
- Excellent organization skills.
- Ability to travel throughout the Residence complex (i.e., walk over a variety of terrain, climb stairs, etc.) for approximately 80% of each shift (i.e., approximately 6 hours/day).
- Ability to work weekends and/or evenings.
- Willingness to work overtime (either extra hours or extra days).
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**HOURLY SALARY:** $18.91

**START DATE:** August 14, 2017

**POSITION END DATE:** September 1, 2017

A detailed resume and cover letter quoting **Competition #408** must be received in our office by **4:30 pm on July 17, 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).