Invites applications for the following position(s):

COMPETITION NUMBER: 411
C.U.P.E. Local 3338 – Temporary Position
CLERK TYPIST, GRADE 4
BEEDIE SCHOOL OF BUSINESS – EMPLOYMENT SERVICES
POSITION NUMBER: 121843

POSITION OUTLINE:
Provides clerical support for the Beedie School of Business Career Management Centre (CMC) and Alumni Relations. Answers general inquiries; enters and updates data; checks documents (i.e., reports) and materials for accuracy; types general correspondence; and updates and maintains office files. 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. Priority will be given to qualified registered SFU students who must submit a Fall 2017 class schedule with their cover letter and resume. This position is located at the Segal School of Business, 500 Granville Street, Vancouver, BC.

QUALIFICATIONS:
- **High school graduation and general courses or training of short duration (up to two weeks) in word processing, spreadsheet, and database applications and office practices.
- **1 year of related experience.
- Good knowledge of University regulations, policies, and procedures.
- Good knowledge of standard office practices, methods, and equipment.
- 50 wpm keyboarding skills with a high degree of accuracy.
- Good intercultural communication skills.
- Excellent interpersonal and communication (oral and written) skills.
- Excellent customer service, organizational, and time management skills, including ability to prioritize work.
- Excellent analytical reasoning and problem-solving skills.
- Ability to use word processing, spreadsheet, database applications and email (e.g., Word, Excel, Symplicity, Orbis, SFU Connect) at an intermediate level.
- Ability to enter data and maintain records with a high degree of accuracy.
- Ability to handle confidential/sensitive material with discretion.
- Ability to exercise mature judgment and initiative, while working with minimal guidance and direction.
- Ability to work independently and meet deadlines.
- Ability to work with frequent interruptions.
- Ability to work as a member of a team.
- Ability to work flexible or additional hours outside regular office hours during peak periods.
- Ability to work and arrange travel to other SFU campuses as required.
- Ability to lift, move, or carry supplies weighing up to 10 kg.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $18.91
START DATE: August 16, 2017
POSITION END DATE: March 31, 2018

A detailed resume and cover letter quoting Competition #411 must be received in our office by 4:30 pm on July 17, 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