Invites applications for the following position(s):

**COMPETITION NUMBER: 413**

*C.U.P.E. Local 3338 – Continuing Position*

**SECRETARY, GRADE 6**

**DEPARTMENT OF CHEMISTRY**

**POSITION NUMBER: 144**

**POSITION OUTLINE:**
Provides secretarial and administrative support for the Chemistry undergraduate program, Manager, Academic and Administrative Services, and Undergraduate Advisor. Acts as a resource person, and provides frontline client services for the Undergraduate Program and department’s administration office. Responds to requests for information primarily dealing with undergraduate program admission, registration, courses, exams, and grading; responds to routine and general problems related to undergraduate program and course registration, examinations, etc.; and creates and updates student records using the University’s online student information system (i.e., SIMS). Processes a variety of forms and documents and composes routine correspondence (i.e., letters, memos, etc.) and reports. Coordinates departmental meetings, events, seminars, and special events, and records, transcribes, and distributes minutes for Undergraduate Committee meetings. Performs other duties and responsibilities consistent with the job description and classification on request.

**QUALIFICATIONS:**
- **High school graduation and general courses or training of moderate duration (one semester/equivalent) in word processing, spreadsheet, database, and web content editing 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, methods, and equipment.
- Good knowledge of University programs, policies, and procedures.
- Excellent interpersonal, customer service, and communication (oral and written) skills.
- Excellent analytical reasoning, problem-solving, and organizational skills.
- Ability to use standard office applications (e.g., Word, Excel, FileMaker) at an intermediate level.
- Ability to use standard web content editing applications (i.e., CQ5) to post/update information on departmental web pages.
- Ability to use online student information systems (i.e., SIMS) to look up information, enter data, and generate reports.
- Ability to use online reservation systems to book rooms and arrange equipment for various events.
- Ability to record and transcribe meeting minutes with a high degree of accuracy.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Ability to exercise mature judgment and initiative.
- Ability to follow oral and written instructions.
- Ability to handle confidential/sensitive material with discretion.
- Ability to work independently and meet deadlines.
- Ability to maintain records with a high degree of accuracy.
- Ability to lift, move, or carry supplies weighing up to 10 kg.
- **An equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**BI-WEEKLY SALARY:** $1501.84

**START DATE:** ASAP

A detailed resume and cover letter quoting **Competition #413** must be received in our office by **4:30 pm on July 24, 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)