Invites applications for the following position(s):

COMPETITION NUMBER: 417
C.U.P.E. Local 3338 – Continuing Position
SECRETARY, GRADE 7
FACULTY OF ARTS AND SOCIAL SCIENCES - ENGLISH
POSITION NUMBER: 1325

POSITION OUTLINE:
Provides confidential secretarial and clerical support services to the Chair of the English Department. Screens incoming calls; secures material of a sensitive nature to ensure confidentiality; arranges meetings and appointments for the Chair; maintains confidential files and records; assists with processing travel and business expense claims; updates departmental web page content; and maintains departmental petty cash fund. Processes faculty grant and leave applications; prepares and arranges for appointments of new and visiting faculty; and assists in the ratification process. Provides secretarial support to the department’s Tenure Committee; organizes departmental elections; and assists the Chair in organizing and coordinating alumni functions. Performs other duties and responsibilities consistent with the job description and classification on request.

QUALIFICATIONS:
- **High school graduation and one year of post-secondary education or formal program equivalent including training in word processing, spreadsheet, database, and secretarial practices.
- **3 years of related experience.
- 60 wpm keyboarding skill with high degree of accuracy.
- Ability to use word processing, database, spreadsheet and email applications (e.g., Word, Access, Excel, Explorer, SFU Connect) at an intermediate level.
- Ability to use website applications (e.g., CQ5, eMoe) to update web page content.
- Ability to use database applications (e.g., Filemaker Pro) at a basic level.
- Ability to use enterprise level information systems (e.g., PeopleSoft, SAP or equivalent).
- Excellent knowledge of standard office practices, methods, and equipment.
- Excellent knowledge of grammar, punctuation, spelling, and composition.
- Excellent oral, written and interpersonal communications skills.
- Excellent organizational, analytical, and problem-solving skills.
- Ability to compose correspondence.
- Ability to take and transcribe meeting minutes with accuracy.
- Ability to exercise mature judgement and initiative.
- Ability to exercise tact and discretion when handling sensitive and confidential information.
- Ability to work independently and meet deadlines.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Ability to work flexible hours as required.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

BI-WEEKLY SALARY: $1,599.46
START DATE: ASAP

A detailed resume and cover letter quoting Competition #417 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