Invites applications for the following position(s):

**COMPETITION NUMBER:** 432

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

**CLERK TYPIST, GRADE 5**

**STUDENT SERVICES – ENGAGEMENT AND RETENTION**

**POSITION NUMBER:** 108691

**POSITION OUTLINE:**
Provides front line general client information services; types, duplicates and reproduces a variety of materials; processes daily mail; composes routine correspondence; maintains the integrity of information systems, databases, web pages, and office files; assists with the administration of meetings, events, workshops, seminars and special events; assists with the purchase of computer hardware and software and office equipment and furniture; and assists with arranging travel activities. 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, database, spreadsheet, and web applications; basic bookkeeping; and office practices.**
- **2 years of related experience.**
- 55 wpm keyboarding skill with high degree of accuracy.
- Ability to use word processing, spreadsheet, database, web browser, and electronic mail applications (e.g., Word, Excel, FileMaker, Explorer, Eudora/Outlook) at an intermediate level.
- Ability to use enterprise-level information systems (e.g., PeopleSoft, SIMS or equivalent) at an intermediate level.
- Ability to use standard web updating applications (e.g., Dreamweaver, CQ 5) at a basic level.
- Ability to perform arithmetic calculations with accuracy.
- Ability to maintain records with a high degree of accuracy.
- Ability to handle confidential material with discretion.
- Good knowledge of standard office procedures.
- Excellent client service and interpersonal skills.
- Good analytical reasoning, problem-solving and organizational skills.
- Good written and oral communication skills.
- 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:** $20.14

**START DATE:** ASAP

**POSITION END DATE:** May 31, 2018

A detailed resume and cover letter quoting Competition #432 must be received in our office by 4:30 pm on July 24, 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.

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