Invites applications for the following position(s):

COMPETITION NUMBER: 452
C.U.P.E. Local 3338 – Continuing Position
CLERK, GRADE 7
GRADUATE STUDIES
POSITION NUMBER: 31903

POSITION OUTLINE:
Coordinates the application, nomination and disbursement processes of all merit-based Graduate scholarship, fellowship and award programs administered by the Office of Graduate Studies. In accordance with University, government, and Graduate Studies (GS) policies and procedures, the incumbent reviews awards applications and nominations to verify student eligibility; maintains accurate student and awards records for externally-funded and university-funded competitions; and compiles reports and statistics. Responds to inquiries and investigates problems regarding scholarship programs, deadlines and university/government policies and procedures; delegates tasks and trains awards staff in graduate award processing and disbursements; and coordinates the adjudication processes for scholarship competitions. 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, including courses in word-processing, database and spreadsheet applications, and office procedures including basic accounting practices.
- 3 years of related experience.
- 60 wpm keyboarding skill with a high degree of accuracy.
- Good knowledge of basic accounting procedures.
- Excellent analytical, problem-solving and organizational skills.
- Excellent interpersonal and communication (oral and written) skills.
- Ability to use word processing, database, spreadsheet, e-mail, web browser applications and standard information systems (e.g., Word, SIMS, GA3, Excel, and Explorer, Chrome, etc.) at an intermediate level.
- Ability to use a standard web-updating application (e.g., AEM) at an intermediate level.
- Ability to complete a high volume of work to meet frequent deadlines.
- Ability to multi-task and prioritize.
- Ability to exercise mature judgment and initiative.
- Ability to interpret complex federal government documents.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Ability to work with frequent interruptions.
- May be required occasionally to work evenings or weekends during peak deadline periods.
- *or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

STARTING SALARY: $1,599.46  (BI-WEEKLY RATE: $1,599.46, ANNUAL RATE: $41,728.79)
START DATE: ASAP

A detailed resume and cover letter quoting Competition #452 must be received in our office by 4:30 pm on August 8, 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