Invites applications for the following position(s):

COMPETITION NUMBER: 507

C.U.P.E. Local 3338 – Continuing Position
PROGRAM ASSISTANT, GRADE 7
WORK INTEGRATED LEARNING – CENTRAL OPERATIONS
POSITION NUMBER: 121094

POSITION OUTLINE:
Working within a dynamic team environment, the Program Assistant provides administrative support and client services to the Co-op Education Program. Assists the Manager, Co-op Education Coordinators and Co-op Student Career Advisors with coordinating diverse activities to ensure the smooth operation of co-op placements. Responds to general inquiries by phone, in-person and e-mail from students and employers about the program; assists with the interview and placement process; maintains the database and website; creates, updates and manages specialized reports; maintains a student report library; and ensures the proper distribution of documents to students, employers, staff, and faculty. Contributes to the strategic planning and development of the Co-op program by attending meetings, providing input, and participating in committees. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: This is a part-time position working 35 hours bi-weekly. Days/hours of work are Mondays 9:00 am – 4:30 pm; Wednesdays 9:00 am – 2:00 pm; Fridays 9:00 am – 3:30 pm. An Internal Candidate has been identified.

QUALIFICATIONS:
• **High school graduation and two years post-secondary education or formal certificate/diploma program equivalent, with courses in office procedures, and word processing, spreadsheet, database, and desktop publishing applications.**
• **3 years of related experience.**
• 55 wpm keyboarding skills with a high degree of accuracy.
• Good knowledge of University policies and procedures.
• Good knowledge of standard office practices, methods and equipment.
• Excellent interpersonal, communication (oral, written), and customer service skills.
• Excellent organizational and time management skills.
• Excellent analytical, reasoning, and problem-solving skills.
• Excellent proofreading and editing skills.
• Ability to use word processing, spreadsheet, database, desktop publishing and e-mail applications (e.g., MS Word, Excel, Symplicity, SIMS/PeopleSoft, AEM, SFU Connect, Canvas, MS Publisher) at an intermediate level.
• Ability to organize, assign and direct the work of others.
• Ability to exercise mature judgment and initiative.
• Ability to work independently, prioritize work and complete a high volume of work within deadlines.
• Ability to handle confidential/sensitive material with discretion.
• Ability to demonstrate tact, diplomacy and professionalism.
• Ability to work as a member of a team.
• Ability to work flexible hours including occasional evenings and weekends to accommodate employers and students.
• Ability to lift and carry materials weighing up to 10 kg.
• **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

STARTING SALARY: $799.73 (BI-WEEKLY RATE: $799.73, ANNUAL RATE: $20,864.39)
START DATE: ASAP

A detailed resume and cover letter quoting Competition #507 must be received in our office by 4:30 pm on August 21, 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