Invites applications for the following position(s):

**COMPETITION NUMBER: 509**

C.U.P.E. Local 3338 – Continuing Position
SECRETARY, GRADE 6
BEEDIE SCHOOL OF BUSINESS – UNDERGRADUATE PROGRAMS
POSITION NUMBER: 461

**POSITION OUTLINE:**
Provides front line services to the Undergraduate Program by responding to inquiries from current and prospective students, as well as to faculty, staff, parents, visitors and the general public regarding admissions to, studying at and programs offered through the Beedie School of Business at SFU. Responds to requests regarding registration, courses, exams, grading, and graduation processes and procedures; types letters, reports, and general correspondence; processes a variety of forms and documents by checking completeness and accuracy, providing verification, initiating follow-up, routing materials, clarifying procedures, and communicating updates; creates and maintains confidential student information system records, electronic and paper based files; assists with the administration of meetings, events, workshops, seminars and special events; and maintains office supplies and ensures the reception area and supply room are tidy, maintained and organized. Performs other duties and responsibilities consistent with the job description and classification on request.

**QUALIFICATIONS:**
- **High School graduation and general courses or training of short duration (one semester or equivalent) in word processing, database and spreadsheet applications or in office procedures.**
- **2 years of related experience.**
- Ability to use word processing, database, spreadsheet, e-mail and desktop publishing applications (e.g., MS Word, FileMaker Pro, SFU Connect, Adobe Illustrator and PageMaker) at an intermediate level.
- 55 wpm keyboarding skill with high degree of accuracy.
- Excellent interpersonal and customer service skills.
- Good knowledge of general office procedures.
- Excellent oral and written communication skills.
- Excellent analytical reasoning, problem-solving and organizational skills.
- Ability to attend some Faculty and University events which occurs partially outside normal working hours.
- Ability to lift, move or carry materials (e.g., texts, brochures) up to 10 kg.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**STARTING SALARY:** $1,501.84  (BI-WEEKLY RATE: $1,501.84, ANNUAL RATE: $39,181.95)

**START DATE:** ASAP

A detailed resume and cover letter quoting Competition #509 must be received in our office by 4:30 pm on August 30, 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