Invites applications for the following position (s):

COMPETITION NUMBER: 514
C.U.P.E. Local 3338 – Temporary Position
CLERK, GRADE 6
STUDENT RECRUITMENT AND TRANSITION
POSITION NUMBERS: 1675, 31823

POSITION OUTLINE:
In accordance with University policies and office procedures, this front line position is responsible for responding to in-person, telephone, written and e-mail inquiries on educational programs and services at SFU, admissions policies, entrance scholarship policies, deadlines, and general University policies and procedures. In addition, this position replies to general correspondence for both Admissions and Student Recruitment. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: There are 2 positions available.

QUALIFICATIONS:
- **High school graduation and general courses or training of moderate duration (one semester/equivalent), including courses in office procedures, word processing and database applications.
- **2 years of related experience.
- 50 wpm keyboarding skills with a high degree of accuracy.
- Ability to use enterprise-level information systems (e.g., PeopleSoft, SIMS, or equivalent) at an intermediate level.
- Ability to use standard office and electronic mail applications (e.g., Microsoft Word, Excel, FileMaker, Eudora) at an intermediate level.
- Ability to complete a high volume of work within deadlines.
- Ability to exercise mature judgment and initiative.
- Working knowledge of the World Wide Web, including use of Internet browser software (e.g., Internet Explorer), and HTML.
- Good knowledge of university regulations, programs, policies and procedures.
- Knowledge of standard office record keeping and filing procedures.
- Excellent customer service skills.
- Excellent organizational and interpersonal skills.
- Excellent oral and written communication skills.
- Excellent intercultural skills.
- Excellent proofreading and editing skills.
- Ability to work shifts.
- Ability to lift, move, or carry equipment or materials up to 15 kg.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $21.45
START DATE: ASAP
POSITION END DATE: March 31, 2018 and October 12, 2018

A detailed resume and cover letter quoting Competition #514 must be received in our office by 4:30 pm on 
August 23, 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