Invites applications for the following position(s):

**COMPETITION NUMBER: 515**

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

**PROGRAM ASSISTANT, GRADE 7**

**CONTINUING STUDIES, LIFELONG LEARNING (SURREY)**

**POSITION NUMBER: 110739**

**POSITION OUTLINE:**
This position provides clerical and administrative support for Management and Professional Programs, Continuing Studies, Lifelong Learning. Assists the Program Coordinator with the coordination and financial tracking of all programs (seminars, workshops, lecture series, symposia and conferences). Acts as a resource person and provides information on programs and courses. Assists with registration and application processes, monitors enrolment, maintains databases and monitors expenditures. Corresponds with instructors, coordinates room bookings, audio-visual equipment, and catering. Assists with the development of promotional materials and arranges distribution. Performs other duties and responsibilities consistent with the job description and classification on request. **Please note: This position is located at Central City, Surrey, BC.**

**QUALIFICATIONS:**
- **High School graduation and 1 year post-secondary education with training in word processing, database and spreadsheet applications; office practices; and bookkeeping procedures.**
- **3 years of related experience.**
- **55 wpm keyboarding skills with a high degree of accuracy.**
- Ability to use word processing, database and spreadsheet applications (e.g., MS Word, FileMaker Pro and Excel) at an intermediate level.
- Ability to use enterprise financial and student information systems (e.g., FAST, SERA, SIMS).
- Good knowledge of standard office practices, methods, and equipment.
- Good knowledge of university regulations, policies, and procedures.
- Good knowledge of bookkeeping methods and practices.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational and analytical reasoning skills.
- Ability to handle confidential/sensitive material with discretion.
- Ability to work effectively as a member of a team.
- Ability to add, subtract, multiply and divide numbers and calculate percentages.
- Ability to exercise mature judgment and initiative.
- Ability to work independently and meet deadlines.
- Ability to work outside regular office hours including early mornings and evenings as needed.
- Ability to lift up to 10 kg.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**HOURLY SALARY:** $22.84

**START DATE:** ASAP

**POSITION END DATE:** March 30, 2018

A detailed resume and cover letter quoting **Competition #515** must be received in our office by **4:30 pm on September 5, 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](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.

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*The University is committed to the principle of equity in employment*

A more detailed job description may be obtained at [www.sfu.ca/jobpostings](http://www.sfu.ca/jobpostings)