Invites applications for the following position(s):

**COMPETITION NUMBER: 530**

C.U.P.E. Local 3338 – Continuing Position

**CLERK TYPIST, GRADE 7**

**UNIVERSITY ADVANCEMENT**

**POSITION NUMBER: 116827**

**POSITION OUTLINE:**

Supports the Alumni Records group, the Prospect Research team, and the Donations Processing team by ensuring the university advancement alumni and donor database (Blackbaud eCRM) is kept current and accurate. Data enters and updates biographical, address, education, employer, and activity information. Reviews and verifies data for accuracy. Updates organization and individual records using information derived from Records, Donations Processing, Donor Relations, the Annual Program, and Alumni Relations and other areas of the university. Updates prospect assignments in database as directed by Manager, Prospect Research and Management. Assists Donations Processing group with data entry, reconciliations, and filing. Assists the Records team with list requests and data updates as assigned by List Coordinator. 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 or formal program equivalent with courses in database, spreadsheet, and word processing applications, and office procedures.**
- **3 years of related experience.**
- **55 wpm keyboarding skill with a high degree of accuracy.**
- **Ability to use database, word processing and spread sheet applications (e.g., PeopleSoft, MS Access, Word, Excel) at an intermediate level.**
- **Ability to conduct research using web based and electronic research tools (e.g., Info Direct, Online Phone Directories).**
- **Ability to conduct telephone research or surveys.**
- **Excellent oral, written and interpersonal communication skills.**
- **Excellent organizational skills.**
- **Excellent analytical reasoning and problem-solving skill.**
- **Ability to exercise mature judgment and initiative, accomplish objectives, set priorities, and establish procedures.**
- **Ability to follow oral and written instructions.**
- **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 #530** 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.