Invites applications for the following position(s):

**COMPETITION NUMBER: 536**

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

**CLERK, GRADE 8**

SENATE AND ACADEMIC SERVICES

**POSITION NUMBER: 1075**

**POSITION OUTLINE:**
Coordinates the flow of curriculum related information from Senate to maintain the currency of the following three systems:
- Degree Progress Report system (DPR)
- Curriculum Management System
- SFU Calendar

Updates and processes information in all three systems with relation to Senate approved curriculum changes. Provides guidance to faculty and staff with respect to changes in the content for courses and programs entered into the curriculum management system, liaises with academic advisors and departments regarding DPR information, ensures the SFU Calendar content is accurate. Tests and evaluates new educational software applications. Performs other duties and responsibilities consistent with the job description and classification on request.

**QUALIFICATIONS:**
- **High school graduation and two years of post-secondary education or formal certificate/diploma program equivalent including training at an advanced level in desktop and web publishing, word processing, database, spreadsheet, graphics, and clerical practices.**
- **3 years of related experience.**
- Ability to use enterprise-level systems (i.e., SIMS) at an intermediate level.
- Ability to participate in testing to student information systems changes/modifications.
- Good knowledge of data compiling and transfer techniques; i.e., file compressing, extracting, exporting; font downloading (screen and printer); hard disk optimizing; and tiling when printing.
- Good knowledge of Mac and PC operating platforms, hardware and peripherals (e.g., scanners, digital cameras).
- Good knowledge of archive and record keeping systems and practices.
- Good knowledge of Senate, Senate committee, and University regulations.
- Excellent research, problem-solving and analytical reasoning skills.
- Excellent interpersonal skills.
- Excellent oral and written communication skills.
- Excellent organizational skills with attention to detail.
- Ability to identify inaccuracies, omissions and inconsistencies in Senate documentation.
- Ability to analyze and interpret Senate documentation in the context of policies, procedures and University regulations.
- Ability to use desktop and web publishing, graphics, word processing, email, spreadsheet, and database, applications in a Mac and PC environment (e.g., AEM, CurricUNet, FrameMaker, Photoshop, PowerPoint, Word, Excel, InDesign, web browsers, FileMaker Pro, GoLive) at an advanced level.
- Ability to use World Wide Web, Internet browser software, FTP, and HTML and HTML conversion tools at an advanced level.
- Ability to edit, compose and summarize complex written materials.
- Ability to handle heavy workloads and to meet deadlines.
- Ability to work independently.
- Ability to exercise mature judgment and initiative.
- Ability to maintain confidentiality when dealing with Senate and committee matters.
- Ability to communicate with diplomacy and tact.
- 70 wpm keyboarding skill with high degree of accuracy.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**
STARTING SALARY: $1,703.42  (BI-WEEKLY RATE: $1,703.42, ANNUAL RATE: $44,441.04)
START DATE: ASAP

A detailed resume and cover letter quoting Competition #536 must be received in our office by 4:30 pm on September 6, 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