Invites applications for the following position(s):

**COMPETITION NUMBER: 541**

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

**SECRETARY, GRADE 6**

**RESIDENCE LIFE**

**POSITION NUMBER: 64763**

**POSITION OUTLINE:**
Acts as the first point of reference for all clients to provide high levels of customer service related to Residence Life; in accordance with university policies and department procedures, responds to general enquiries and problems regarding student behaviour in residence, residence programs, supporting on-call activities, and student staff support. Provides administrative, secretarial and clerical support to the Residence Life Department including triaging student concerns; maintaining office, training and Resource Room supplies; coordinating meetings and arranging appointments; creating and disseminating staff newsletters; taking, transcribing and uploading minutes; conducting preliminary review of information and materials. Provides administrative assistance to the Manager, Residence Life during the recruitment and selection process for the residence life student staff and volunteer positions. Monitors, investigates and reconciles departmental budgets. Performs other duties and responsibilities consistent with the job description and classification on request.

**QUALIFICATIONS:**
- **High school graduation and general courses of training of moderate duration (one semester/equivalent) in word processing, database applications, spreadsheets, office practices, and basic bookkeeping/accounting.**
- **2 years of related experience.**
- 55 wpm keyboarding skill with a high degree of accuracy.
- Ability to use word processing, database, spreadsheet, (e.g., Word, FileMaker, StarRez, Excel, PageMaker) at an intermediate level.
- Ability to use enterprise level information system (e.g., PeopleSoft/FAST/SIMS) at an intermediate level.
- Ability to re-prioritize duties in unplanned/emergency situations.
- Good knowledge of university regulations, policies and procedures.
- Good knowledge of bookkeeping principles.
- Excellent interpersonal, oral and written communication skills.
- Excellent organizational skills.
- Excellent knowledge of standard office record keeping and filing procedures.
- Excellent analytical reasoning and problem-solving skills.
- Excellent customer service skill and sensitivity to the needs of students in a residential environment.
- Ability to take and transcribe minutes of meetings.
- Ability to work independently and demonstrate a high level of initiative.
- Ability to work accurately with figures.
- Ability to exercise mature judgment.
- Ability to handle confidential/sensitive material with discretion.
- Ability to process payments using various payment methods (e.g., point of sale, reservation software [StarRez], SIMS) at an intermediate level with a high level of accuracy.
- Ability to periodically work evenings and weekends.
- 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:** October 2, 2017

**POSITION END DATE:** February 9, 2018

A detailed resume and cover letter quoting **Competition #541** must be received in our office by **4:30 pm on September 5, 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](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](http://www.sfu.ca/jobpostings)