Invites applications for the following position(s):

COMPETITION NUMBER: 559

C.U.P.E. Local 3338 – Temporary Position
PROGRAM ASSISTANT, GRADE 7
CONTINUING STUDIES – WRITING AND COMMUNICATION
POSITION NUMBER: 6686

POSITION OUTLINE:
This position provides clerical and administrative support for the Writing & Communications Program. Responds to enquiries relating to programs, courses, events and custom course requests, provides information on programs, course requirements and registration. Processes registration and payments and monitors enrolment. Monitors operating budgets in FAST and reconciles requisitions, invoices and budget transfers against debits and credits to ensure that transactions have been recorded accurately. Manages instructor and speaker scheduling and payments. Corresponds with instructors, coordinates all course and event scheduling including: room bookings, course materials, audio-visual equipment, and catering as required. Supports online course instructors and students by providing login and course information and technical assistance as necessary. 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 one year post-secondary education with training in word-processing, database, spreadsheet, web and desktop publishing applications; and in office practices; and basic bookkeeping.**
• **3 years of related experience.**
• 55 wpm keyboarding skill with high degree of accuracy.
• Good knowledge of standard office practices, methods, and equipment.
• Ability to use word processing, database and spreadsheet applications (e.g., MS Word, FileMaker Pro and Excel) at an intermediate level.
• Ability to use web publishing applications (e.g., CQ5) at an intermediate level.
• Ability to use enterprise financial and student information systems (e.g., FAST, SERA, SIMS).
• 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 occasional flexible hours including weekends and evenings.
• Ability to travel and work at SFU Surrey as required.
• 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 #559 must be received in our office by 4:30 pm on September 20, 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