Invites applications for the following position (s):

**COMPETITION NUMBER: 562**

C.U.P.E. Local 3338 – Temporary Position
SECRETARY, GRADE 7
LIFELONG LEARNING – SFU VANCOUVER
POSITION NUMBER: 97848

**POSITION OUTLINE:**
This position provides clerical and administrative support for undergraduate course offerings at Harbour Centre, as well as confidential secretarial support to the Director of Integrated Credit Studies and SFU NOW. Assists with registration and application processes, monitors enrolment, maintains databases and monitors expenditures. Corresponds with instructors, coordinates room bookings, audio-visual equipment, and catering. Provides back-up secretarial support to the Dean’s office, and to other program areas as assigned. Performs other duties and responsibilities consistent with the job description and classification on request. **Please note: This position is located at Harbour Centre, 515 West Hastings Street, Vancouver, BC.**

**QUALIFICATIONS:**
- **High school graduation plus one year post-secondary education including computer courses in word processing and database management, and formal training in office practices and procedures.**
- **3 years of related experience.**
- **60 wpm keyboarding skill with a high degree of accuracy.**
- **Ability to use computerized word processing, spreadsheet, database and web applications (e.g., Microsoft Word, Excel, FileMaker Pro, CQ5) at an intermediate level.**
- **Ability to use enterprise financial and student information systems (e.g., FAST, SERA, SIMS) at an intermediate level.**
- **Ability to take and transcribe minutes.**
- **Excellent interpersonal, oral and written communication skills.**
- **Excellent organizational skills.**
- **Ability to exercise mature judgment and initiative.**
- **Ability to work independently and meet deadlines.**
- **Ability to multi-task and determine priorities.**
- **Ability to work with frequent interruptions.**
- **Ability to research background information.**
- **Good analytical reasoning and problem-solving skills.**
- **Ability to handle confidential/sensitive material with discretion.**
- **Good knowledge of university regulations, policies and procedures.**
- **Ability to perform arithmetic calculations with a high degree of accuracy.**
- **Ability to work flexible hours including occasional evenings and weekends.**
- **Ability to lift, move or carry files and boxes weighing up to 10 kg.**
- **An equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**HOURLY SALARY:** $22.84
**START DATE:** ASAP
**POSITION END DATE:** September 21, 2018

A detailed resume and cover letter quoting **Competition #562** must be received in our office by **4:30 pm on September 25, 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.

*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)