Invites applications for the following position(s):

**COMPETITION NUMBER: 578**

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

CLERK TYPIST, GRADE 6

VICE-PRESIDENT RESEARCH - ADMINISTRATION

POSITION NUMBER: 122156

**POSITION OUTLINE:**
Provides administrative support for the Major Awards Office which includes maintaining awards-related records and database management, coordinating the pre-proposal submission process, responding to requests for information, providing internal committee support, and assisting with preparing nomination materials for submission. Maintains the unit’s website with up to date information and links. Performs other duties and responsibilities consistent with the job description and classification on request.

**QUALIFICATIONS:**
- **High school graduation and general courses or training of moderate duration (one semester/equivalent) including database, spreadsheet and word processing applications and office practices.**
- **3 years of related experience.**
- Good knowledge of standard office practices, methods and equipment.
- 55 wpm keyboarding with a high degree of accuracy.
- Excellent editing and proofreading skills.
- Excellent communication (e.g., verbal, written and presentation) skills.
- Excellent analytical reasoning, problem-solving and organizational skills.
- Ability to summarize information in a timely manner with attention to detail and data accuracy.
- Ability to use database, spreadsheet, word processing, web browser and web publishing applications (e.g., FileMaker, Office, Explorer, CQ5) at an intermediate level.
- Ability to conduct research using web-based and electronic research tools.
- Ability to exercise discretion and maintain confidentiality.
- Ability to work independently and meet deadlines.
- Ability to exercise mature judgment and initiative.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**HOURLY SALARY:** $21.45

**START DATE:** ASAP

**POSITION END DATE:** December 24, 2017

A detailed resume and cover letter quoting **Competition #578** must be received in our office by **4:30 pm on October 4, 2017**, addressed to the attention of Bela Barros, 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)