Invites applications for the following position(s):

COMPETITION NUMBER: 596
C.U.P.E. Local 3338 – Continuing Position
SECRETARY, GRADE 7
FACULTY OF EDUCATION – OFFICE OF THE DEAN

POSITION OUTLINE:
Provides administrative and secretarial support to Chair of the Tenure and Promotions Committee and to senior Faculty of Education administrators including the Dean, the Associate Dean(s), and the Director, Administration. Ensures university policies pertaining to Tenure, Promotion, Contract Renewal, Salary Review policies are adhered to by providing information to the Chair of the Tenure & Promotions Committee. Arranges Faculty Tenure and Promotions Committee meetings and attends to take minutes. Composes correspondence on behalf of senior Faculty of Education administrators including the Dean, the Associate Dean(s), and the Director, Administration. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: This position is located at Discovery 1, 8999 Nelson Way, Burnaby, BC. An Internal Candidate has been identified.

QUALIFICATIONS:
- **High School graduation and one year of formal education equivalent in secretarial practices and office procedures.
- **4 years of related experience.
- 70 wpm keyboarding skill with a high degree of accuracy.
- Ability to use computerized email, word processing, spreadsheets, internet, and database applications (i.e., SFU Connect, MS Word, Excel, and Filemaker) at an intermediate level in an Macintosh environment.
- Good knowledge of standard office practices, methods and equipment.
- Good knowledge of composition and English punctuation, spelling and grammar.
- Some knowledge of, and ability to interpret, University programs, policies and procedures.
- Excellent oral and written communication skills.
- Excellent organizational skills.
- Excellent interpersonal skills.
- Ability to take and transcribe minutes.
- Ability to add, subtract, multiply, divide and calculate percentages with a high degree of accuracy.
- Ability to exercise mature judgment and initiative.
- Ability to work independently and meet deadlines.
- Ability to follow oral and written instructions.
- Ability to handle confidential information with discretion.
- Ability to work additional hours as required.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

STARTING SALARY: $1,599.46  (BI-WEEKLY RATE: $1,599.46, ANNUAL RATE: $41,728.79)
START DATE:  ASAP

A detailed resume and cover letter quoting Competition #596 must be received in our office by 4:30 pm on October 10, 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.