Invites applications for the following position(s):

COMPETITION NUMBER: 631
C.U.P.E. Local 3338 – Temporary Position
SECRETARY (DIRECTOR’S SECRETARY/SECRÉTAIRE DE DIRECTION), GRADE 6
OFFICE OF FRANCOPHONE AND FRANCOPHILE AFFAIRS (OFFA)

POSITION NUMBER: 100679

POSITION OUTLINE:
Provides secretarial, clerical and reception support services for the Office of Francophone and Francophile Affairs. Assists with on and off-campus events and projects. Updates website information. These services are provided in both French and English. Performs other duties and responsibilities consistent with the job description and classification on request.

QUALIFICATIONS:
- **High school graduation and 2 years of post-secondary education or formal certificate/diploma equivalent that includes French language studies, word processing, database and spreadsheet applications and office practices.**
- **2 years of related experience.**
- 50 wpm keyboarding with a high degree of accuracy.
- Fluent in French and English, both oral and written.
- Ability to use word processing, spreadsheet, database, web-based e-mail and presentation applications (Word, Excel, Filemaker Pro, SFU Connect, PowerPoint) at an intermediate level in a PC environment.
- Ability to use enterprise level information systems (e.g., PeopleSoft) at an intermediate level.
- Ability to use web content management applications (e.g., Dreamweaver, Contribute, CQ 5) at a basic level.
- Good knowledge and ability to use social media (ex., Facebook, Twitter, YouTube).
- Excellent Interpersonal, oral and written communication skills.
- Excellent knowledge of standard office practices, methods and equipment.
- Excellent organizational skills.
- Ability to work with frequent interruptions.
- Ability to work independently and meet deadlines.
- Ability to exercise mature judgment and initiative.
- Ability to take and transcribe minutes.
- Ability to lift, move, or carry equipment or materials up to 10 kg.
- Ability to travel occasionally within the Lower Mainland (occasional travel to exhibition sites).
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $21.45
START DATE: November 15, 2017
POSITION END DATE: November 15, 2018

A detailed resume and cover letter quoting Competition #631 must be received in our office by 4:30 pm on November 20, 2017, addressed to the attention of Linda Chan, 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