Invites applications for the following position(s):

COMPETITION NUMBER: 632

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

CLERK, GRADE 6

VICE-PRESIDENT RESEARCH, ADMINISTRATION

POSITION NUMBER: 121263

POSITION OUTLINE:
Provides event assistance and client support with respect to KEY (SFU’s Big Data Initiative) operations and services by preparing and setting up rooms for client occupation in SFU’s Big Data Hub facility; greeting clients and providing them with a general orientation to the facility and its services; and assisting with onsite changes and additions. Responds to a variety of general inquiries and event booking requests. Checks event specifications to ensure the accuracy of client service requirements (e.g., room set-up/layout, furniture, audio-visual, catering, event materials, etc.) pertaining to events held at SFU’s Big Data Hub. Performs routine checks throughout the event; liaises with Facilities Services to address facility maintenance issues (e.g., lighting, leaks, recycling, etc.); provides information on Hub access policies and procedures to faculty and students; and processes requests for facility access. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: There are 3 to 6 positions available. These are part-time positions working a minimum of 20 hours bi-weekly with increasing hours dependent upon the Hub’s activities. Priority will be given to qualified registered SFU students who must submit a Spring 2018 class schedule with their cover letter and resume.

QUALIFICATIONS:
- **High school graduation and general courses or training of moderate duration (one semester or equivalent) in word processing, database, and spreadsheet applications.
- **1 year of related experience.
- Good knowledge of standard office practices, methods, and equipment.
- Good knowledge of university programs, policies, and procedures.
- 45 wpm keyboarding skill with a high degree of accuracy.
- Excellent interpersonal and communication (verbal and written) skills.
- Excellent organizational and customer service skills.
- Excellent analytical and problem-solving skills.
- Ability to exercise diplomacy and tact.
- Ability to exercise mature judgement, discretion, and initiative.
- Ability to follow oral and written instructions, work independently and meet deadlines.
- Ability to use standard office, email, and electronic calendaring applications at an intermediate level.
- Ability to provide orientation to the facility and set up and demonstrate the use of office, computer, and audio-visual equipment to clients.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Ability to handle confidential material with discretion.
- Ability to lift, carry and move equipment and materials weighing up to 10 kg.
- Ability to climb to heights up to 5 feet.
- Ability to stand or walk for sustained periods of time (e.g., up to 2 hours).
- Ability to work flexible hours including evenings and weekends as required.
- ** or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $21.45

START DATE: January 2, 2018

POSITION END DATE: April 21, 2018

A detailed resume and cover letter quoting Competition #632 must be received in our office by 4:30 pm on November 14, 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.

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