Invites applications for the following position(s):

**COMPETITION NUMBER: 641**

C.U.P.E. Local 3338 – Continuing Position
CLERK TYPIST, GRADE 5
STUDENT SERVICES – ENGAGEMENT AND RETENTION
POSITION NUMBER: 116971

**POSITION OUTLINE:**
Provides clerical and administrative support for all Student Engagement programming, including programs developed in partnership with other units (e.g., Passport to Leadership Program, Outstanding Student Volunteer Appreciation Gala, Peer Education, Co-Curricular Record, myInvolvement, Academics First Tutoring Program). Responds to inquiries from current students and staff; types, duplicates and reproduces a variety of program materials; processes daily mail; composes routine correspondence; maintains the integrity of information systems, databases, web pages, and office supplies; and assists with the administration of meetings, events, workshops, seminars and special events. 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) in database, spreadsheet, and web applications; basic bookkeeping; and office practices.**
- **2 year of related experience.**
- **55 wpm keyboarding skill with high degree of accuracy.**
- **Good knowledge of standard office procedures.**
- **Excellent client service skills.**
- **Excellent teamwork and interpersonal skills.**
- **Good analytical reasoning, problem-solving and organizational skills.**
- **Good written and oral communication skills.**
- **Good proofreading skills.**
- **Ability to use word processing, spreadsheet, database, web-based, calendar and email applications (e.g., Word, Excel, FileMaker Pro, Canvas, SFU Connect) at an intermediate level.**
- **Ability to use enterprise-level information systems (e.g., PeopleSoft) at an intermediate level.**
- **Ability to use standard web content management applications (e.g., Dreamweaver, AEM) at a basic level.**
- **Ability to perform arithmetic calculations with a high degree of accuracy.**
- **Ability to follow oral and written instructions.**
- **Ability to exercise mature judgment and initiative.**
- **Ability to work independently, prioritize work and complete a high volume of work within deadlines.**
- **Ability to maintain records with a high degree of accuracy.**
- **Ability to handle confidential material with discretion.**
- **Ability to lift, move, or carry supplies weighing up to 10 kg.**
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**STARTING SALARY:** $1,410.15  **(BI-WEEKLY RATE: $1,410.15, ANNUAL RATE: $36,789.83)**

**START DATE:** ASAP

A detailed resume and cover letter quoting Competition #641 must be received in our office by 4:30 pm on November 8, 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