Invites applications for the following position(s):

**COMPETITION NUMBER: 646**

**C.U.P.E. Local 3338 – Continuing Position**

**SECRETARY, GRADE 6**

**FACULTY OF EDUCATION – UNDERGRADUATE PROGRAMS**

**POSITION NUMBER: 108690**

**REPOST**

(If you applied to the original posting, you will be included in this competition.)

**POSITION OUTLINE:**
Responds to requests for information primarily dealing with the Faculty of Education’s Professional Programs admission, registration, courses, and graduation processes and procedures; types letters, reports, and general correspondence; processes a variety of forms and documents by checking completeness and accuracy, providing verification, initiating follow-up, routing materials, clarifying procedures, and posting updates; creates and maintains student information system records, and electronic and paper based files and prints, checks, and disseminates a variety of reports; responds to routine and general problems related to Professional Programs and courses; coordinates meetings; conducts preliminary Professional Programs progress reviews; and maintains accurate database and spreadsheet records. Performs other duties and responsibilities consistent with the job description and classification on request. **Please note: This position will work at both SFU Burnaby and SFU Surrey.**

**QUALIFICATIONS:**
- **High school graduation and general courses or training of moderate duration (one semester or equivalent) in word processing, spreadsheet and database applications and office procedures.**
- **2 year of related experience.**
- **55 wpm keyboarding skill with a high degree of accuracy.**
- Ability to use standard office applications (e.g., Word, FileMaker, Excel) at an intermediate level.
- Ability to use enterprise level information systems (e.g., PeopleSoft, SAP, or equivalent) at an intermediate level.
- Excellent interpersonal and customer service skills.
- Good oral and written communication skills.
- Excellent analytical reasoning, problem-solving and organizational skills.
- Ability to exercise mature judgment and initiative.
- Ability to follow oral and written instructions.
- Ability to handle confidential and sensitive material with discretion.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**STARTING SALARY:** $1,501.84  
**BI-WEEKLY RATE:** $1,501.84,  
**ANNUAL RATE:** $39,181.95

**START DATE:** ASAP

A detailed resume and cover letter quoting Competition #646 must be received in our office by **4:30 pm on January 3, 2018**, 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](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.

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**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)