Invites applications for the following position(s):

COMPETITION NUMBER: 656
C.U.P.E. Local 3338 – Temporary Position
PROGRAM ASSISTANT, GRADE 7
STUDENT SERVICES – ENGAGEMENT AND RETENTION
POSITION NUMBER: 105641

POSITION OUTLINE:
Coordinates the delivery of all Student Engagement and Retention appointments, activities, programs and other events, which include preparing and distributing unit materials, monitoring and processing program registrations and unit activities, preparing course materials, working with other units on campus to arrange program logistics, and updating student records, as needed. Provides administrative, clerical and secretarial support services to the Student Engagement and Retention program unit. Reconciles and monitors operating budgets and prepares projections for review by the Director and/or Program Manager. Performs other duties and responsibilities consistent with the job description and classification on request.

QUALIFICATIONS:
- **High school graduation and one year of post-secondary education including formal training in word processing, database, spreadsheet and web updating applications; bookkeeping/basic accounting principles.
- **4 years of related experience.
- 60 wpm keyboarding skill with a high degree of accuracy.
- Ability to use word processing, database, spreadsheet, and calendar scheduling applications (e.g., MSWord, FileMaker Pro: multi-user relational database design, creation, calculations, scripting, and security; Excel, and Corporate Time) at an advanced level.
- Ability to use enterprise-level information, accounting, and student information systems (e.g., PeopleSoft/FAST/SIMS) at an intermediate level.
- Ability to use web development applications (e.g., Dreamweaver) at an intermediate level.
- Ability to work independently and meet deadlines.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Ability to exercise mature judgment and initiative.
- Ability to handle confidential/sensitive materials with discretion.
- Ability to maintain records with accuracy.
- Ability to work cross-culturally with people of different ethnic backgrounds.
- Ability to assign and check the work of others.
- Ability to use initiative and creative problem-solving.
- Excellent oral, written and interpersonal communication skills.
- Excellent organizational skills.
- Excellent proofreading and editing skills.
- Excellent knowledge of standard office practices, methods, and equipment.
- Good knowledge of bookkeeping practices.
- Ability to occasionally work flexible hours including evenings and weekends.
- Ability to lift office supplies weighing up to 10 kg.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $22.84
START DATE: December 4, 2017
POSITION END DATE: August 31, 2018

A detailed resume and cover letter quoting Competition #656 must be received in our office by 4:30 pm on November 14, 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