Invites applications for the following position(s):

**COMPETITION NUMBER: 659**

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

**PROGRAM ASSISTANT, GRADE 7**

**VICE-PRESIDENT, RESEARCH – SFU’S BIG DATA INITIATIVE**

**POSITION NUMBER: 121699**

**POSITION OUTLINE:**
Provides administrative support and stakeholder information services for KEY, SFU's Big Data initiative. Acts as a resource person and the first point of contact for internal and external stakeholders. Schedules meetings and maintains the calendar of the Supervisor and Director, Big Data Initiative. Provides secretarial support to various committees and compiles a range of correspondence and documentation related to the initiative. Prepares expense claims, procurement forms, vendor invoices, and other financial documentation for approval and payment. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: This is a part-time position working 42 hours bi-weekly. Priority will be given to qualified registered SFU students who must submit a Fall 2017 class schedule with their cover letter and resume.

**QUALIFICATIONS:**
- **High school graduation and one year of post-secondary education or formal certificate/diploma program equivalent including training in word processing, database, spreadsheet, and secretarial practices.**
- **3 years of related experience.**
- Excellent knowledge of standard office practices, methods, and equipment.
- Good knowledge of the University's general and administrative policies, procedures, and processes.
- Good knowledge of the University’s organizational and governance structure.
- 55 wpm keyboarding skills with a high degree of accuracy.
- Excellent project coordination skills.
- Excellent communication (verbal, written and presentation) skills.
- Excellent proofreading and editing skills.
- Excellent organizational and time management skills, and the ability to prioritize work effectively.
- Excellent analytical, interpersonal and problem-solving skills.
- Excellent attention to detail, including accuracy of information gathered/presented.
- Ability to use word processing, database, spreadsheet, presentation and web and communications applications (e.g., Word, Excel, PowerPoint, Slack, etc.) at an intermediate level.
- Ability to use internet browser and email/calendaring applications at an intermediate level (Explorer, SFU Connect).
- Ability to use client relationship management (CRM) software and attend training sessions to update proficiency level.
- Ability to work in a team environment, and effectively interact with diverse stakeholders.
- Ability to work independently and meet deadlines.
- Ability to exercise mature judgement and initiative.
- Ability to exercise tact and discretion when handling sensitive and confidential information.
- Ability to record and transcribe meeting minutes with a high degree of accuracy.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Ability to work flexible hours including early mornings, evenings, and weekends, as required.
- Ability to arrange suitable transportation for travel within the Lower Mainland as required.
- Ability to lift, carry, and move equipment and materials 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:** ASAP

**POSITION END DATE:** May 30, 2018

A detailed resume and cover letter quoting **Competition #659** must be received in our office by **4:30 pm on November 16, 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](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](http://www.sfu.ca/jobpostings)