Invites applications for the following position(s):

**COMPETITION NUMBER: 662**
C.U.P.E. Local 3338 – Continuing Position
SECRETARY, GRADE 6
TEACHING AND LEARNING CENTRE
POSITION NUMBER: 111315

**POSITION OUTLINE:**
The primary role of the Communications Assistant is to provide clerical assistance and administrative support for the TLC’s internal and external communications-related initiatives, print and electronic publications, and events. This role involves drafting, posting, proofreading, and updating content for print publications (e.g., TLC events brochure, reports, marketing & promotional materials, etc.) and on the TLC and other Teaching and Learning (TL)-related websites, e-newsletters, and social media sites (including the TLC website, TLC News blog, TLC Update e-newsletter, TLC Facebook page, TLC Twitter account, and SETC website). Responsible for monitoring electronic media and TL-related news involving TLC members and distributing this information on the TLC’s main website and via social media. 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 or equivalent) including courses in communications, web-content management, word processing, proofreading/editing and office practices.**
- **3 years of related experience.**
- **60 wpm keyboarding skill with a high degree of accuracy.**
- **Ability to use web-authoring applications (such as Dreamweaver) at an intermediate level.**
- **Ability to use image editing applications (such as Photoshop) at a basic level.**
- **Ability to use word processing, spreadsheet, and database applications at an intermediate level.**
- **Ability to compile information and to prepare draft documents for approval.**
- **Ability to work independently and to meet deadlines.**
- **Ability to deal with high volume of work.**
- **Ability to handle confidential material with discretion.**
- **Ability to draft, proofread and edit written materials.**
- **Good knowledge and ability to use Social Media (i.e., Facebook, Twitter and LinkedIn).**
- **Ability to conduct web-based research.**
- **Excellent organizational skills.**
- **Excellent interpersonal, oral, and written communication skills.**
- **Ability to work flexible hours, occasional evenings and weekends if required.**
- **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:** January 2, 2018

A detailed resume and cover letter quoting Competition #662 must be received in our office by 4:30 pm on November 14, 2017, addressed to the attention of Linda Chan, 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).