Invites applications for the following position(s):

COMPETITION NUMBER: 672
C.U.P.E. Local 3338 – Temporary Position
PROGRAM ASSISTANT, GRADE 7
CONTINUING STUDIES – LIBERAL ARTS AND 55+ PROGRAMS
POSITION NUMBER: 122598

POSITION OUTLINE:
Provides clerical and administrative support for the Liberal Arts and 55+ Program. Responds to enquiries related to programs, courses, and activities, and provides information on program and course registration procedures. Assists with registration and monitors enrollment. Coordinates room bookings, course materials, audio-visual equipment, and catering as required, at the Vancouver campus. Coordinates program information and promotional materials and arranges for its distribution. Monitors the operating budget using the university’s financial reporting system (i.e., FAST) and reconciles requisitions, invoices, journal vouchers, and budget transfers against debits and credits to ensure that transactions have been recorded accurately. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: This position is located at Harbour Centre, 515 West Hastings Street, Vancouver, BC.

QUALIFICATIONS:
- **High School graduation and one year of post-secondary education and training in word processing, database and spreadsheet applications; web and desktop publishing applications; and in office practices and basic bookkeeping.
- **3 years of related experience.
- 55 wpm keyboarding skill with a high degree of accuracy.
- Good knowledge of standard office practices, methods, and equipment.
- Good knowledge of university regulations, policies, and procedures.
- Good knowledge of bookkeeping methods and practices.
- Excellent organizational and analytical reasoning skills.
- Excellent interpersonal and communication (oral and written) skills.
- Ability to use word processing, database, and spreadsheet applications (e.g., Word, FileMaker Pro, Excel) at an intermediate level.
- Ability to use enterprise level financial and student information systems (e.g., FAST, SERA, SIMS).
- Ability to use online learning management and web content management applications (i.e., Canvas, CQ5SFU Author).
- Ability to work effectively as a member of a team.
- Ability to proofread and edit written materials with a high degree of accuracy.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Ability to maintain records with a high degree of accuracy.
- Ability to work independently and meet deadlines.
- Ability to handle confidential and sensitive material/information with discretion.
- Ability to exercise mature judgment and initiative.
- Ability to work flexible hours including evenings and weekends.
- Ability to lift 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: For 12 months

A detailed resume and cover letter quoting Competition #672 must be received in our office by 4:30 pm on November 20, 2017, addressed to the attention of Francesca Turrell, 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