Invites applications for the following position(s):

**COMPETITION NUMBER: 676**

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

**PROGRAM ASSISTANT, GRADE 7**

**FACULTY OF EDUCATION – INTERNATIONAL OFFICE**

**POSITION NUMBER: 122649**

**POSITION OUTLINE:**
Provides administrative, clerical and secretarial support to the Office of International Education in the Faculty of Education including all stages of program planning and delivery. Coordinates diverse activities related to the Faculty's international initiatives, programs, meetings and events. Prepares correspondence, memos, reports, meeting agendas and minutes, and program schedules and materials. Prepares all budgets and financial forms. Up to 30% of time may be supporting the Faculty of Education's Office of Indigenous Education in a similar role. Performs other duties and responsibilities consistent with the job description and classification on request.

**QUALIFICATIONS:**
- **High school graduation plus one year of post-secondary education including courses in office procedures, word processing, spreadsheet and web updating applications.**
- **4 years of related experience.**
- **55 words per minute keyboarding with a high degree of accuracy.**
- **Ability to use word processing, database, spreadsheet, presentation, web updating, e-mail, and web browser applications (e.g., Word, FileMaker, Excel, PowerPoint, Zimbra, Firefox, CQ5), at an advanced level.**
- **Ability to use enterprise-level information, accounting and scheduling systems (e.g., PeopleSoft/SIMS/FAST/FINS) at an intermediate level.**
- **Ability to work with frequent interruptions.**
- **Ability to work independently and meet deadlines.**
- **Ability to take and transcribe minutes with accuracy.**
- **Ability to research background information.**
- **Ability to work as a member of a team.**
- **Ability to assign and check the work of others.**
- **Ability to exercise tact and diplomacy.**
- **Ability to be flexible and adaptable in a fast-changing environment.**
- **Ability to handle confidential/sensitive material with discretion.**
- **Excellent oral, written and interpersonal communication skills.**
- **Excellent organizational skills.**
- **Excellent problem-solving skills.**
- **Excellent inter-cultural communication skills.**
- **Good knowledge of standard office practices, methods and equipment.**
- **Good knowledge of university programs, policies and procedures.**
- **Ability to work flexible hours including occasional evenings and weekends.**
- **Ability to lift materials weighing up to 10 kg.**
- **Ability to follow oral and written instructions.**
- **Ability to perform mathematical calculations with accuracy.**
- **Ability to exercise mature judgment and initiative.**
- **Ability to handle confidential/sensitive material with discretion.**
- **Excellent oral, written and interpersonal communication skills.**
- **Excellent organizational skills.**
- **Excellent problem-solving skills.**
- **Excellent inter-cultural communication skills.**
- **Good knowledge of standard office practices, methods and equipment.**
- **Good knowledge of university programs, policies and procedures.**
- **Ability to work flexible hours including occasional evenings and weekends.**
- **Ability to lift 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:** January 1, 2018

**POSITION END DATE:** August 31, 2018

A detailed resume and cover letter quoting **Competition #676** must be received in our office by **4:30 pm on November 22, 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](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)