Invites applications for the following position(s):

COMPETITION NUMBER: 768
C.U.P.E. Local 3338 – Temporary Position
PROGRAM ASSISTANT, GRADE 7
BEEDIE SCHOOL OF BUSINESS – GRADUATE PROGRAMS
POSITION NUMBER: 64889

POSITION OUTLINE:
Provides clerical, secretarial and administrative support services to the SFU business graduate programs. Responds to inquiries about the programs, and provides information to students, SFU faculty, potential employers, and the business community. Processes applications to the SFU graduate business programs. Monitors the registration processes. Establishes and maintains office procedures and filing systems. Arranges and participates in program committee meetings. Orders course books and materials for various programs. Coordinates the scheduling of classes, lectures, exams, and grade submissions. Monitors expenses for review by the Executive Director. Provides input on the design and development of publications, databases, and marketing initiatives. Assists with special program events. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: This position is located at the Segal School of Business, 500 Granville Street, Vancouver, BC.

QUALIFICATIONS:
- High school graduation and one year of post-secondary education and training in word processing and database applications; office procedures; bookkeeping practices, and/or marketing and communication concepts.
- 3 years of related experience.
- 55 words per minute keyboarding with a high degree of accuracy.
- Ability to use word processing, spreadsheet, presentation, and database applications (e.g., Word, Excel, PowerPoint, Filemaker) at an intermediate level.
- Ability to use enterprise-level information systems (e.g., Peoplesoft/SIMS) at an intermediate level.
- Ability to exercise mature judgment and initiative to work independently and organize work to meet deadlines.
- Ability to handle confidential and sensitive information with discretion.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Ability to take and transcribe meeting minutes.
- Ability to conduct informational searches using the internet.
- Knowledge of web-based tools (e.g., Sharepoint, In-design).
- Good knowledge of financial record-keeping systems.
- Good knowledge of university programs, policies and procedures.
- Good knowledge of basic accounting principles.
- Excellent knowledge of standard office practices, methods and equipment.
- Excellent oral and written communication skills (including knowledge of English grammar, spelling, punctuation).
- Excellent interpersonal and organizational skills.
- Excellent analytical reasoning and problem-solving skills.
- Ability to travel periodically outside the lower mainland.
- Ability to lift, move, or carry equipment or course materials weighing up to 15 kg.
- Ability to work flexible hours including evenings and weekends for classes or events.
- Ability to work off campus at MBA Fairs and other events.
- **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: February 23, 2018

A detailed resume and cover letter quoted Competition #768 must be received in our office by 4:30 pm on January 2, 2018, 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