Invites applications for the following position(s):

**COMPETITION NUMBER: 777**

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

CLERK, GRADE 4

LIFELONG LEARNING

POSITION NUMBER: 418

**POSITION OUTLINE:**

Provides reception duties and basic administrative support for Lifelong Learning at Harbour Centre. Answers telephone and directs callers to appropriate staff; takes messages and/or provides general information regarding Lifelong Learning programs, courses and activities. Greets and assists visitors, students, instructors, the general public and other clients, as necessary. Provides administrative support to the Lifelong Learning Administration Unit and general office support to Lifelong Learning program areas at Harbour Centre. Maintains orderliness of front reception area and notifies daytime office assistant of any equipment issues. Performs other duties and responsibilities consistent with the job description and classification on request. **Please note: This is a part-time position working 20 hours bi-weekly. Days/hours of work are Monday to Thursday, 4:30 pm to 7:00 pm. This position is located at Harbour Centre, 515 West Hastings Street, Vancouver, BC. There is an Identified Departmental Candidate.**

**QUALIFICATIONS:**

- **High School graduation and general courses or training of short duration (up to two weeks); e.g., word processing, database and spreadsheet applications, and office practices.**
- **2 years of related experience.**
- **50 wpm keyboarding skill with a high degree of accuracy.**
- **Good knowledge of standard office procedures.**
- **Basic knowledge of university regulations, programs, policies and procedures.**
- **Ability to use word processing, spreadsheet, database, web browser, and email applications (e.g., Word, Excel, Outlook, etc.) at a basic level.**
- **Good interpersonal and communication (oral and written) skills.**
- **Good problem-solving and organizational skills.**
- **Ability to work with frequent interruptions.**
- **Ability to exercise mature judgement and initiative.**
- **Ability to lift, move, or carry supplies weighing up to 10 kg.**
- **Ability to work from 4:30 pm to 7:00 pm, Monday to Thursday.**
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**STARTING SALARY:** $378.30  **(BI-WEEKLY RATE: $378.30, ANNUAL RATE: $9,869.73)**

**START DATE:** ASAP

A detailed resume and cover letter quoting **Competition #777** must be received in our office by **4:30 pm on January 4, 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](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.

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*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)