Invites applications for the following position(s):

**COMPETITION NUMBER: 006**

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

**PROGRAM ASSISTANT, GRADE 7**

**FACULTY OF EDUCATION – PROFESSIONAL PROGRAMS**

**POSITION NUMBER: 100602**

**POSITION OUTLINE:**
Provides diverse administrative services and coordinates various activities related to the operation of Professional Programs (PP) including lower mainland and external sites for Faculty, Coordinators, and Faculty Associates (FA) in the Faculty of Education (FoE). The position additionally provides clerical assistance and support for PP’s internal and external communications – related initiatives, print and electronic publications and events. This role involves posting, proofreading and updating of content on the PP website, e-newsletter, intranet and social media sites. Responsible for monitoring electronic media and education-related news involving PP members and distributing this information on the website via email. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: This position is located at Discovery 1, 8999 Nelson Way, Burnaby, BC.

**QUALIFICATIONS:**
- **High School Graduation and one year of post-secondary education including formal training in communications, word processing, spreadsheet, desktop publishing, web-content management and office procedures.**
- **3 years of related experience.**
- Ability to use computerized word processing, spreadsheet, database and desktop publishing applications and calendar scheduling apps in a Macintosh environment (e.g., Microsoft Word, Excel, Filemaker, Pagemaker, SFU Connect) at an intermediate level.
- Knowledge of bookkeeping and ability to work accurately with figures.
- 60 wpm typing with a high degree of accuracy.
- Excellent interpersonal skills.
- Ability to complete a high volume of work with frequent interruptions.
- Ability to work independently and meet deadlines.
- Ability to handle confidential/sensitive material with discretion.
- Ability to exercise mature judgment and initiative.
- Ability to speak and write basic French.
- Ability to organize, train, and direct the work of employees in lower classifications.
- Ability to manage multiple priorities and meet deadlines.
- Excellent verbal and written communication skills.
- Excellent organization skills.
- Excellent analytical/reasoning skills.
- Good knowledge of university regulations, policies and procedures.
- Ability to use web development and presentation applications (e.g., CQ5, Dreamweaver, Photoshop, Illustrator, Adobe Creative Suite, Powerpoint) at an intermediate level.
- Ability to use image editing applications (such as Photoshop) at a basic level.
- Good knowledge of internet browsers (e.g., Google, Explorer, Chrome, Safari).
- Ability to use a digital camera and audio recorder.
- Ability to work flexible hours outside regular office hours if required.
- **An equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**HOURLY SALARY:** $22.84

**START DATE:** ASAP

**POSITION END DATE:** October 1, 2018

A detailed resume and cover letter quoting Competition #006 must be received in our office by 4:30 pm on January 8, 2018, 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.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.