Invites applications for the following position(s):

COMPETITION NUMBER: 010
C.U.P.E. Local 3338 – Temporary Position
CLERK TYPIST, GRADE 6
ATHLETICS AND RECREATION
POSITION NUMBER: 30530

POSITION OUTLINE:
Responds to requests for information regarding Athletic & Recreation services and programs which include: gym memberships; gym/book locker rentals and renewals; Athletic & Recreation programs; and facility services. Activates gym memberships and locker rentals; registers students, staff, faculty, alumni and the general public for a variety of Athletic & Recreation programs (e.g., aquatics, camps, clinics, fitness); and processes refunds and credits. Responds and resolves problems associated with program or service conflicts, cancellations, and complaints. Reconciles daily transactions (e.g., cash, cheques, credit cards) for programs and services and prepares the cash float. Coordinates scheduling for A&R facilities (e.g., gym, track, fields, etc.); prepares rental agreements; ensures receipt of facility rental documentation; and updates the facilities information on the department’s website. Trains, assigns, and checks the work of temporary support staff. Performs other duties and responsibilities consistent with the job description and classification on request.

QUALIFICATIONS:
- **High school graduation and training of moderate duration (one semester) in word processing, database, spreadsheet and desktop publishing applications.
- **2 years of related experience.
- 55 wpm keyboarding skill with a high degree of accuracy.
- Ability to use word processing, desktop publishing, spreadsheet, database and electronic mail applications (e.g., Word, Publisher, CLASS, SFU Connect) at an intermediate level.
- Ability to use enterprise-level student information management systems (e.g., SIMS) at a basic level.
- Good knowledge of standard office practices, methods and equipment.
- Excellent interpersonal, customer service, and communication (oral and written) skills.
- Excellent problem-solving and organizational skills.
- Ability to handle confidential information with discretion.
- Ability to maintain records with accuracy.
- Ability to work with frequent interruptions.
- Ability to perform cashier duties (e.g., cash, cheques, credit cards) and balance receipts with a high degree of accuracy.
- Ability to exercise mature judgment and initiative.
- Ability to add, subtract, and multiply.
- Ability to work flexible hours including evenings and weekends.
- Ability to lift, move, or carry materials and supplies up to 10 kg.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $21.45
START DATE: ASAP
POSITION END DATE: October 19, 2018

A detailed resume and cover letter quoting Competition #010 must be received in our office by 4:30 pm on January 10, 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.

The University is committed to the principle of equity in employment
A more detailed job description may be obtained at www.sfu.ca/jobpostings