Invites applications for the following position(s):

COMPETITION NUMBER: 011
C.U.P.E. Local 3338 – Temporary Position
PROGRAM ASSISTANT, GRADE 7
WORK INTEGRATED LEARNING
POSITION NUMBER: 6910

POSITION OUTLINE:
Working within a dynamic team environment, the Program Assistant provides administrative support and client services to the Co-op Education Program. Assists the Manager, Co-op Education Coordinators and Co-op Student Career Advisors with coordinating diverse activities to ensure the smooth operation of co-op placements. Responds to general inquiries by phone, in-person and e-mail from students and employers about the program; posts co-op jobs on the website; assists with the interview and placement process; maintains the database and website; creates, updates and manages specialized reports; maintains a student report library; and ensures the proper distribution of documents to students, employers, staff, and faculty. Contributes to the strategic planning and development of the Co-op program by attending meetings, providing input, and participating in committees. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: This position is located in the Biomedical, Physiology and Kinesiology and Health Sciences Program.

QUALIFICATIONS:
- High school graduation and two years post-secondary education or formal certificate/diploma program equivalent, with courses in office procedures, and word processing, spreadsheet, database, and desktop publishing applications.
- 3 years of related experience.
- 55 wpm keyboarding skills with a high degree of accuracy.
- Good knowledge of University policies and procedures.
- Good knowledge of standard office practices, methods and equipment.
- Excellent interpersonal, communication (oral, written), and customer service skills.
- Excellent organizational and time management skills.
- Excellent analytical, reasoning, and problem-solving skills.
- Excellent proofreading and editing skills.
- Ability to use word processing, spreadsheet, database, desktop publishing and e-mail applications (e.g., MS Word, Excel, Symplicity, SIMS/PeopleSoft, AEM, SFU Connect, Canvas, MS Publisher) at an intermediate level.
- Ability to organize, assign and direct the work of others.
- Ability to exercise mature judgment and initiative.
- Ability to work independently, prioritize work and complete a high volume of work within deadlines.
- Ability to handle confidential/sensitive material with discretion.
- Ability to demonstrate tact, diplomacy and professionalism.
- Ability to work as a member of a team.
- Ability to work flexible hours including occasional evenings and weekends to accommodate employers and students.
- Ability to lift and carry materials weighing up to 10 kg.
- An equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $22.84
START DATE: ASAP
POSITION END DATE: March 29, 2019

A detailed resume and cover letter quoting Competition #011 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.