Invites applications for the following position(s):

COMPETITION NUMBER: 015
C.U.P.E. Local 3338 – Temporary Position
SECRETARY, GRADE 6
LIFELONG LEARNING - ADMINISTRATION
POSITION NUMBER: 6608

POSITION OUTLINE:
The Office Assistant provides front-line client information services and clerical and administrative support for Lifelong Learning programs and administration at SFU Vancouver. Responds to inquiries relating to programs, courses and activities, and provides information on program and course registration processes. Receives calls and directs callers to the appropriate destinations; takes messages and provides information (by phone, in person, or by e-mail and fax) to instructors, students, and the general public; and ensures the proper distribution of information to relevant parties. Liaises with SFU Vancouver operations staff and Lifelong Learning program staff to coordinate room bookings, course materials, audio-visual equipment, and catering as required. Assists with duplication and distribution of course and marketing materials as necessary by liaising with SFU Document Solutions and Lifelong Learning's Marketing and Communications team. Updates staff lists, mailboxes, copy codes, and sorts and distributes mail and arranges for courier services. Orders and maintains office supplies and assists with office equipment support. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: This position is located at Harbour Centre, 515 West Hastings Street, Vancouver, BC.

QUALIFICATIONS:
• **High school graduation and general courses or training of moderate duration (equivalent to one semester) in word processing, database, spreadsheet, and web applications; basic bookkeeping; and office practices.
• **2 years of related experience.
• 55 wpm keyboarding skill with a high degree of accuracy.
• Good knowledge of standard office procedures.
• Excellent client service and interpersonal skills.
• Good analytical reasoning, problem-solving and organizational skills.
• Good written and oral communication skills.
• Ability to use word processing, spreadsheet, database, web browser, and electronic mail applications (e.g., Word, Excel, FileMaker, Explorer, Outlook) at an intermediate level.
• Ability to use enterprise level information systems (e.g., PeopleSoft, SAP or equivalent) at an intermediate level.
• Ability to perform arithmetic calculations with accuracy.
• Ability to maintain records with a high degree of accuracy.
• Ability to work with frequent interruptions.
• Ability to handle confidential material with discretion.
• Ability to lift, move, or carry supplies weighing 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: December 24, 2018

A detailed resume and cover letter quoting Competition #015 must be received in our office by 4:30 pm on January 22, 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