Invites applications for the following position(s):

COMPETITION NUMBER: 022

C.U.P.E. Local 3338 – Continuing Position
PROGRAM ASSISTANT, GRADE 7
INTERNATIONAL SERVICES FOR STUDENTS
POSITION NUMBER: 1467

POSITION OUTLINE:
Performs diverse support services for International Services for Students (ISS) programs including support for field schools, academic exchanges, and faculty and staff mobility projects and implements a range of services for SFU’s international community. Provides support to the Coordinator in scheduling, organizing travel and meetings, and the preparation of documents and proposals. Performs other duties and responsibilities consistent with the job description and classification on request.

QUALIFICATIONS:
- **High School graduation and one year post-secondary education with training in word processing, database, spreadsheet, desktop publishing applications and office procedures.
- **3 years of related experience.
- 55 wpm keyboarding skill with high degree of accuracy.
- Ability to use word processing, database and spreadsheet, and desktop publishing applications (e.g., MS Word, FileMaker Pro, Excel, CSS) in a PC environment and at an intermediate level.
- Excellent interpersonal, oral and written communication skills.
- Excellent intercultural communications skills.
- Excellent organizational skills.
- Ability to exercise mature judgement and initiative.
- Ability to maintain records with a high degree of accuracy.
- Ability to handle confidential/sensitive material with discretion.
- Good mathematical skills (e.g., ability to add, subtract, multiply and divide numbers and calculate percentages).
- Good problem-solving skills.
- Good knowledge of university programs, policies, and procedures.
- Functional fluency in a language other than English.
- Availability to work occasional evenings and weekends.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

STARTING SALARY: $1,599.46 (BI-WEEKLY RATE: $1,599.46, ANNUAL RATE: $41,728.79)

START DATE: ASAP

A detailed resume and cover letter quoting Competition #022 must be received in our office by 4:30 pm on January 15, 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