Invites applications for the following position(s):

**COMPETITION NUMBER:** 024

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

SECRETARY, GRADE 6

CENTRE FOR STUDENTS WITH DISABILITIES

**POSITION NUMBER:** 915

**POSITION OUTLINE:**
Provides diverse administrative, clerical and secretarial support services and coordinates various activities related to the operation of the Centre for Students with Disabilities (CSD). Coordinates and supports the delivery of all CSD appointments, activities, programs and other events, which includes preparing and distributing unit materials, monitoring and processing unit activities, updating registrant databases, and working with other units on the various campuses to arrange program logistics, as needed. Under the direction of the Director, provides/responds to requests for information regarding the Centre’s programs and services. In conjunction with the Disability Services Officer, maintains and coordinates the Centre’s special needs examination process. Works directly with the Disability Services Officer and External Database Technicians to effectively maintain and optimize the Centre’s dedicated confidential database and automated processes. Performs other duties and responsibilities consistent with the job description and classification on request.

**QUALIFICATIONS:**
- **High School Graduation and general training or courses of moderate duration (one semester equivalent) with training in advanced office procedures, word processing, database, spreadsheet, and desktop publishing or an equivalent combination of education, training and experience.**
- **3 years of related experience.**
- Ability to use word processing, spreadsheet, database and desk top publishing applications (e.g., Microsoft Word, Excel, Contribute, Photoshop) at an intermediate level.
- 50 wpm typing with a high degree of accuracy.
- Excellent interpersonal skills, verbal and written communication skills.
- Excellent organization skills.
- Excellent analytical/reasoning skills.
- Ability to work independently and meet deadlines.
- Ability to manage multiple priorities and meet deadlines.
- Ability to maintain records with a high degree of accuracy.
- Ability to handle confidential/sensitive material with discretion.
- Ability to work sensitively and effectively with diverse populations.
- Ability to exercise mature judgment and initiative.
- Ability to complete a high volume of work with frequent interruptions.
- Ability to work as an effective member of a team.
- Good mathematical skills.
- Good knowledge of university regulations, policies and procedures.
- Ability to occasionally work flexible hours including evenings and weekend.
- **Equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**HOURLY SALARY:** $21.45

**START DATE:** ASAP

**POSITION END DATE:** March 15, 2019

A detailed resume and cover letter quoting **Competition #024** must be received in our office by 4:30 pm on January 17, 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.

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**The University is committed to the principle of equity in employment**

A more detailed job description may be obtained at www.sfu.ca/jobpostings