Invites applications for the following position(s):

**COMPETITION NUMBER: 049**

C.U.P.E. Local 3338 – Temporary Position
PROGRAM ASSISTANT, GRADE 7
CONTINUING STUDIES – MANAGEMENT PROFESSIONAL PROGRAMS
POSITION NUMBER: 31955

**POSITION OUTLINE:**
Provides front line client information services and clerical and administrative support for Career and Professional Programs, Lifelong Learning. Acts as a resource person and provides information on programs, courses, and application/registration procedures to students, instructors, the general public, and external contacts. Monitors course and program enrollment; maintains database records; types general correspondence, reports, letters, and memos; and processes invoices for payment. Monitors program and course expenditures and monitors the departmental operating budget using the University’s web based financial information and reporting tool (i.e., FAST). Corresponds with instructors and coordinates room bookings, audio-visual equipment, and catering. Assists with the development of promotional materials and arranges distribution. Performs other duties and responsibilities consistent with the job description and classification on request. **Please note: This position is located at Central City, Surrey, BC.**

**QUALIFICATIONS:**
- **High School graduation and one year post-secondary education, or formal program equivalent, including courses or formal training in word processing, database, and spreadsheet applications; office practices; and bookkeeping procedures.**
- **3 years of related experience.**
- 55 wpm keyboarding skills with a high degree of accuracy.
- Good knowledge of standard office practices, methods, and equipment.
- Good knowledge of university regulations, policies, and procedures.
- Good knowledge of bookkeeping methods and practices.
- Good knowledge of open source learning management systems (i.e., SFU Canvas).
- Basic knowledge of customer relationship management (CRM) software (i.e., SugarCRM, Dynamics).
- Excellent interpersonal and communication (oral and written) skills.
- Excellent organizational and analytical reasoning skills.
- Ability to use word processing, database, and spreadsheet applications (e.g., Word, FileMaker Pro, Excel) at an intermediate level.
- Ability to use financial, enterprise, and student information systems (i.e., FAST, SERA, SIMS) to look up information and maintain records.
- Ability to use web content editing software (i.e., AEM) to edit and update approved content on program websites.
- Ability to handle confidential/sensitive material with discretion.
- Ability to work effectively as a member of a team.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Ability to exercise mature judgment and initiative.
- Ability to work independently and meet deadlines.
- Ability to work flexible hours, including early mornings and evenings as needed.
- Ability to arrange suitable transportation and to travel and work at other SFU campuses.
- Ability to lift and carry supplies up to 10 kg.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**HOURLY SALARY:** $22.84

**START DATE:** ASAP

**POSITION END DATE:** July 20, 2018

A detailed resume and cover letter quoting **Competition #049** must be received in our office by 4:30 pm on **February 7, 2018**, addressed to the attention of Francesca Turrell, Human Resources Advisor. Please follow the application instructions at: [www.sfu.ca/hr/prospective_employees/HowToApply.html](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](http://www.sfu.ca/jobpostings)