Invites applications for the following position(s):

COMPETITION NUMBER: 059
C.U.P.E. Local 3338 – Continuing Position
SECRETARY, GRADE 7
BEEDIE SCHOOL OF BUSINESS – GRADUATE PROGRAMS
POSITION NUMBER: 111986

POSITION OUTLINE:
Provides administrative and secretarial support to the Manager, Academic and Administrative Services, Executive Director, Graduate Programs, Beedie School of Business Graduate Programs, Segal Building, and the Associate Dean by: screening visitors, telephone calls, e-mail, and mail to identify issues and determine the priorities; scheduling meetings and maintaining their calendars; providing support to committees; and composing correspondence. Assists with moves by arranging office space, furnishings, and equipment. Administers the petty cash fund and prepares expense claims, Procurement Card purchases, and invoices for approval and payment. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: This position is located at the Segal School of Business, 500 Granville Street, Vancouver, BC.

QUALIFICATIONS:
- **High school graduation and one year post-secondary education including training in word processing, spreadsheet, and database applications, and in secretarial practices.
- **3 years of related experience.
- Good knowledge of standard office practices, methods, and equipment.
- Good knowledge of University regulations, policies, and procedures.
- 60 wpm keyboarding with a high degree of accuracy.
- Excellent interpersonal and communications (oral and written) skills.
- Excellent analytical reasoning and problem-solving skills.
- Excellent organizational and time management skills.
- Ability to use word processing, spreadsheet, database, presentation, web updating, e-mail, web browser, and scheduling applications (e.g., Word, Excel, FileMaker Pro, PowerPoint, Prezi, Marqui, Explorer, Firefox, and Outlook) at an intermediate level.
- Ability to use MySQL at a basic level.
- Ability to record and transcribe minutes with accuracy.
- Ability to exercise tact, diplomacy, mature judgement and initiative.
- Ability to research background information.
- Ability to multi-task and determine priorities.
- Ability to work independently and meet deadlines.
- Ability to handle confidential/sensitive material with discretion.
- Ability to work with frequent interruptions.
- Ability to perform mathematical calculations with a high degree of accuracy.
- Available to work additional hours and variable shifts including early mornings, evenings/weekends.
- Ability to lift, move or carry equipment or materials up to 10 kgs.
- **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 #059 must be received in our office by 4:30 pm on February 13, 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