Invites applications for the following position(s):

**COMPETITION NUMBER: 062**

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

**SECRETARY, GRADE 6**

**DEPARTMENT OF PHYSICS**

**POSITION NUMBER: 1344**

**POSITION OUTLINE:**
Provides secretarial and financial administrative support services for select departments within the Faculty of Science. Responds to: requests for general information, and routine and general problems. Composes general and confidential correspondence and documentation and maintains accurate database and spreadsheet records and committee meeting minutes. Maintains departmental web pages and office files; and processes a variety of administrative forms and documents. Provides front line client services; responds to inquiries and requests for information from faculty and staff regarding routine financial transactions/records; creates and distributes invoices and journal vouchers; receives payments; and follows up on outstanding invoices. Assists with the planning and coordination of departmental events and meetings; attends meetings and records, transcribes, and distributes minutes. Performs other duties and responsibilities consistent with the job description and classification on request.

**QUALIFICATIONS:**
- **High school graduation and general courses or training of moderate duration (one semester equivalent) in word processing, database, spreadsheet and web applications and office procedures.**
- **3 years of related experience.**
- **60 wpm keyboarding skills with high degree of accuracy.**
- **Good knowledge of university regulations, policies and procedures.**
- **Good knowledge of standard office practices, methods, and equipment.**
- **Excellent analytical reasoning, problem-solving, and organizational skills, including ability to prioritize work.**
- **Excellent interpersonal, customer service, and communication (verbal and written) skills.**
- **Ability to use standard word processing, database, and spreadsheet applications (e.g., Word, Excel, FileMaker, FacSIMS, SQL) at an intermediate level.**
- **Ability to use standard web content editing applications (e.g., AEM) to post/update information on departmental web pages.**
- **Ability to use (e.g., PeopleSoft SIMS, OASIS, GA3) to look up information, enter data, and generate reports at an intermediate level.**
- **Ability to use social media publishing tools (e.g., Facebook, Twitter, etc.).**
- **Ability to use online reservation systems to book rooms and arrange equipment for various events.**
- **Ability to record and transcribe meeting minutes with a high degree of accuracy.**
- **Ability to perform arithmetic calculations up to and including percentages with a high degree of accuracy.**
- **Ability to exercise mature judgment and initiative.**
- **Ability to follow oral and written instructions.**
- **Ability to handle confidential and sensitive material with discretion.**
- **Ability to work independently and meet deadlines.**
- **Ability to maintain records with a high degree of accuracy.**
- **Ability to lift and carry office supplies weighing up to 10 kg.**
- **An equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**STARTING SALARY:** $1,501.84  
**(BI-WEEKLY RATE: $1,501.84, ANNUAL RATE: $39,181.95)**

**START DATE:** ASAP

A detailed resume and cover letter quoting **Competition #062** must be received in our office by 4:30 pm on **February 7, 2018**, addressed to the attention of Bela Barros, Human Resources Advisor. Please follow the application instructions at: [http://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)