Invites applications for the following position(s):

COMPETITION NUMBER: 219
C.U.P.E. Local 3338 – Continuing Position
CLERK, GRADE 6
GRADUATE STUDIES
POSITION NUMBER: 1106

POSITION OUTLINE:
Responsible for performing complex and specialized clerical functions related to creating and maintaining accurate graduate student records. The Graduate Records Assistant is also responsible for responding to inquiries on registration, grading, admissions, requirements and status of application, student records, fee assessment, deadlines, graduation processing and related university policies and procedures. Processes a variety of forms and documents by checking for completeness and accuracy, providing verification, initiating follow-up, routing materials, clarifying procedures, and posting updates; creates and maintains student information system records, and electronic and paper based files. 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 or equivalent) in word processing, spreadsheet and database applications and office procedures.**
- **3 years of related experience.**
- 55 wpm keyboarding skill with a high degree of accuracy.
- Ability to use enterprise level information systems (e.g., PeopleSoft, SIMS, or equivalent) at an intermediate level.
- Ability to use standard office applications (e.g., Word, FileMaker, Excel) at an intermediate level.
- Ability to exercise mature judgment and initiative.
- Ability to complete a high volume of work within deadlines.
- Ability to follow oral and written instructions.
- Ability to handle confidential and sensitive material with discretion.
- Excellent interpersonal and customer service skills.
- Excellent analytical reasoning, problem-solving and organizational skills.
- Excellent organizational skills.
- Good oral and written communications skills.
- Ability to work shifts from time to time as required.
- Ability to occasionally lift or move materials up to 10 kg.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

STARTING SALARY: $1,530.37 (BI-WEEKLY RATE: $1,530.37, ANNUAL RATE: $39,926.28)
START DATE: May 14, 2018

A detailed resume and cover letter quoting Competition #219 must be received in our office by 4:30 pm on April 23, 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