Invites applications for the following position(s):

COMPETITION NUMBER: 251
C.U.P.E. Local 3338 – Temporary Position
SECRETARY, GRADE 6
FACULTY OF ARTS & SOCIAL SCIENCES – CRIMINOLOGY

(If you applied to the original posting, you will be included in this competition.)

POSITION OUTLINE:
Responds to requests for information primarily dealing with graduate program admission, registration, courses, thesis defences, scholarships and awards, exams, grading, and graduation processes and procedures; types letters, reports, and general correspondence; processes a variety of forms and documents by checking 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 and prints, checks, and disseminates a variety of reports; responds to routine and general problems related to graduate programs and courses; takes meeting minutes and transcribes them into electronic media; coordinates orientation events, meetings and thesis defenses, updates course outlines; conducts preliminary and graduate program admission and progress reports; and maintains accurate database and spreadsheet records; processes confidential material related to scholarship applications, TA/TM appointments, contracts, assignments, and reviews, creates online forms, and updates website information. 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.
- **2 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.
- Excellent interpersonal and customer service skills.
- Excellent oral and written communication skills.
- Excellent analytical reasoning, problem-solving and organizational skills.
- Ability to record and transcribe meetings minutes 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 perform arithmetic calculations with a high degree of accuracy.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $21.86
START DATE: ASAP
POSITION END DATE: December 21, 2018

A detailed resume and cover letter quoting Competition #251 must be received in our office by 4:30 pm on May 16, 2018, addressed to the attention of Linda Chan, 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