Invites applications for the following position(s):

**COMPETITION NUMBER: 258**

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

**SECRETARY, GRADE 6**

**COMPUTING SCIENCE**

**POSITION NUMBER: 7528**

**POSITION OUTLINE:**
Provides diverse administrative and secretarial support for the School of Computing Science Undergraduate Program, the Undergraduate Curriculum Committee and the Advising/Recruiting personnel. Advises Undergraduate students as required. Acts as first contact and provides information to staff, faculty, students and visitors with respect to the Undergraduate Program. Administers and coordinates all process in support of faculty teaching and provides secretarial support. 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 applications and office procedures.**
- **3 years of related experience.**
- 60 wpm keyboarding with a high degree of accuracy.
- Ability to use word processing, database, spreadsheet and e-mail applications (e.g., MSWord, Filemaker, Excel).
- Excellent knowledge of standard office practices and procedures.
- Excellent interpersonal, intercultural, oral and written communication skills.
- Excellent organizational skills.
- Excellent knowledge of university and departmental procedures.
- Excellent mathematical and analytical reasoning skills.
- Ability to take and transcribe minutes.
- Ability to work independently and meet deadlines (often under pressure).
- Ability to handle confidential materials with discretion.
- Ability to work as a member of a team.
- Ability to exercise mature judgment and initiative.
- Ability to work flexible hours, including occasional evenings and/or weekends.
- Ability to work at all 3 campus locations.
- **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 28, 2018

A detailed resume and cover letter quoting Competition #258 must be received in our office by 4:30 pm on April 30, 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.

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