Invites applications for the following position(s):

COMPETITION NUMBER: 265
C.U.P.E. Local 3338 – Temporary Position
CLERK, GRADE 6
MECHATRONIC SYSTEMS ENGINEERING
POSITION NUMBER: 107898

POSITION OUTLINE:
Provides financial, clerical and secretarial support for the School of Mechatronic Systems Engineering (MSE) graduate program, faculty and the general office. Assists the Manager, Academic & Administrative Services with financial activities by: maintaining petty cash; preparing invoices, requisitions and other expenditures for operating capital and research budgets; processing expense & travel reimbursements; and assisting faculty with year-end adjustments on existing grants and contracts. Performs shared reception duties and updates the graduate program information on the web site as well as the electronic management calendar for the School. Provides support for the graduate program by responding to requests for information and routine problems; composes and types correspondence; coordinates Graduate Program Committee meetings, scheduling of graduate courses, and book requests; and updates student information records. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: This position is located at Central City, Surrey, BC.

QUALIFICATIONS:
- **High school graduation and general courses or training of moderate duration (one semester/equivalent) including training in word processing, spreadsheet and database applications, and in office/secretarial practices.
- **3 years of related experience.
- 55 wpm keyboarding skill with a high degree of accuracy.
- Ability to use word processing, spreadsheet, database, and calendar applications (i.e., MS Word, Excel, FileMaker Pro, SFU-Connect) at an intermediate level.
- Ability to use enterprise-level information systems (e.g., PeopleSoft/SIMS/FINS) at an advanced level.
- Ability to use web applications (e.g., Adobe CQ5, Dreamweaver, InDesign, Illustrator, Photoshop, Xataface, etc.) at an intermediate level.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Ability to work independently and meet deadlines.
- Ability to handle confidential material with discretion.
- Ability to exercise mature judgment and initiative.
- Ability to take and transcribe minutes.
- Good knowledge of bookkeeping and basic accounting procedures.
- Good knowledge of manual and computerized record keeping systems and concepts.
- Excellent analytical reasoning and problem-solving skills.
- Good knowledge of university regulations, policies, and procedures.
- Excellent oral, written and interpersonal communications skills.
- Excellent proof reading and editing skills.
- Excellent organizational skills.
- Ability to lift, move and carry equipment and materials up to 10 kg.
- Ability to occasionally work evenings and/or weekends.
- **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: October 16, 2019

A detailed resume and cover letter quoting Competition #265 must be received in our office by 4:30 pm on May 2, 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