Invites applications for the following position(s):

COMPETITION NUMBER: 272
C.U.P.E. Local 3338 – Temporary Position
SECRETARY, GRADE 6
FACULTY OF ARTS & SOCIAL SCIENCES – SOCIOLOGY AND ANTHROPOLOGY

POSITION NUMBER: 477

POSITION OUTLINE:
Provides clerical and secretarial support for the graduate program of the Department of Sociology and Anthropology and general office support for the Sociology & Anthropology and Labour Studies office. Responds to requests for information and resolves routine and non-routine problems that may arise. Liaises with students, staff, faculty, and instructional staff to assist with admissions, registration, grades, evaluations and events. Liaises with the Dean of Graduate Studies Office, Student Services and other university administrative areas regarding procedures. Composes general and confidential correspondence and prepares/completes statistical summaries and reports. Provides support to the Department Chair, Program Director, Graduate Program Committee (GPC) Chair, Manager and Advisor. 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, spreadsheet and database applications, and office procedures.**
- **2 years of related experience.**
- 55 wpm keyboarding with a high degree of accuracy.
- Excellent knowledge of university regulations, policies, and procedures.
- Excellent knowledge of standard office practices, procedures, methods and equipment.
- Excellent organizational skills including the ability to prioritize work.
- Excellent interpersonal, customer service, and communication (oral and written) skills.
- Excellent attention to detail, analytical reasoning, problem-solving and decision-making skills.
- Ability to use word processing, database, spreadsheet, internet and e-mail applications, social media, and web content management systems (e.g., Word, Excel, PowerPoint, Facebook, Twitter, AEM) at an intermediate level.
- Ability to use enterprise-level information systems (e.g., SIMS, FINS) at an intermediate level.
- Ability to use applicant evaluation systems (e.g., TRACS, OASIS, GA3).
- Ability to use desktop publishing software and presentation applications (e.g., InDesign, PowerPoint) at an intermediate level.
- Ability to work independently and meet deadlines.
- Ability to exercise mature judgment, initiative, tact and diplomacy.
- Ability to complete a high volume of work with frequent interruptions.
- Ability to compose correspondence with excellent grammar, punctuation and spelling.
- Ability to handle confidential/sensitive material with discretion.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Ability to interact with students in a calm, professional and respectful manner.
- Ability to record and transcribe minutes with a high degree of accuracy.
- Ability to maintain records with a high degree of accuracy.
- Ability to work as a member of a team.
- Ability to work occasional flexible hours if required for special events.
- Ability to lift, move, or carry equipment or materials up to 10 kg.
- **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: Mar 20, 2019

A detailed resume and cover letter quoting Competition #272 must be received in our office by **4:30 pm on May 7, 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](http://www.sfu.ca/jobpostings)