Invites applications for the following position(s):

COMPETITION NUMBER: 274
C.U.P.E. Local 3338 – Temporary Position
SECRETARY, GRADE 6
MATHEMATICS
POSITION NUMBER: 185

POSITION OUTLINE:
Provides reception, secretarial, and administrative support services for the Mathematics department undergraduate programs, courses, and teaching requirements. Receives and screens all calls to the general office and assists in-person visitors by providing up-to-date information and direction. Acts as the primary contact for undergraduate students by providing information or referring as appropriate. Provides secretarial support for the Undergraduate Studies Committee and the Committee Chair. Liaises with other University units including Schedules, Student Services, the SFU Library, and the SFU Bookstore. Assists departmental staff with maintaining the departmental website. 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.
- 60 wpm keyboarding skills with a high degree of accuracy.
- Good knowledge of standard office practices, procedures, and equipment.
- Excellent analytical reasoning, problem-solving, and organizational skills.
- Good interpersonal and communication (oral and written) skills.
- Ability to use word processing, database, and spreadsheet applications (i.e., Microsoft Word, Access, Excel) at an intermediate level.
- Ability to use enterprise-level and online learning management information systems (i.e., PeopleSoft, SIMS, Canvas, WileyPlus, MathXL).
- Ability to use content editing applications (e.g., Adobe Experience Manager (AEM), Photoshop, PowerPoint, SuperSignEditor) and PDF software (e.g., Adobe Acrobat) to modify and maintain web pages and display monitors.
- Ability to use email calendaring tools (i.e., SFU Mail Calendar).
- Ability to record and transcribe minutes for meetings.
- Ability to work independently and meet deadlines.
- Ability to handle confidential and sensitive material with discretion.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Ability to follow oral and written instructions.
- Ability to exercise mature judgment, tact, and diplomacy.
- Ability to lift, move, or carry office supplies and program/course materials (up to 10 kg).
- Ability to work flexible hours as required.
- **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 24, 2018

A detailed resume and cover letter quoting Competition #274 must be received in our office by 4:30 pm on May 7, 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