Invites applications for the following position(s):

**COMPETITION NUMBER: 278**

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

SECRETARY, GRADE 7

**FACULTY OF ARTS & SOCIAL SCIENCES – POLITICAL SCIENCE**

**POSITION NUMBER: 6116**

**POSITION OUTLINE:**
Performs other duties and responsibilities consistent with the job description and classification on request.

**QUALIFICATIONS:**
- **High school graduation and one year post-secondary education including courses in word processing, spreadsheet and database applications, and office procedures.**
- **3 years of related experience.**
- **65 wpm keyboarding skill with a high degree of accuracy.**
- **Ability to use word processing, spreadsheet, database web content management and email applications (i.e., MS Word, Excel, Access, Filemaker, AEM) at an intermediate level.**
- **Good knowledge of University regulations, policies and procedures.**
- **Good knowledge of standard office practices, methods and equipment**
- **Ability to take and transcribe meeting minutes with accuracy.**
- **Ability to exercise mature judgment, initiative, tact and diplomacy.**
- **Ability to work independently and meet deadlines.**
- **Ability to handle confidential/sensitive material with discretion.**
- **Excellent interpersonal, oral and written communication skills.**
- **Excellent organizational skills.**
- **Ability to work flexible hours during departmental events as required.**
- **Ability to lift and carry office supplies and materials up to 10 kg.**
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**STARTING SALARY:** $1,629.85  **(BI-WEEKLY RATE: $1,629.85, ANNUAL RATE: $42,521.65)**

**START DATE:** ASAP

A detailed resume and cover letter quoting **Competition #278** 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](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)*