



Maggie Benston Centre 2250  
Simon Fraser University  
8888 University Drive  
Burnaby, BC V5A 1S6  
  
Tel 778-782-3870  
**sfss.ca**

### **Internal/ External Job Posting**

#### **Out on Campus (OOC) Administrative Assistant [Designated Assistant]**

**Description:** The Out on Campus (OOC) Administrative Assistant is primarily responsible for informing the membership about OOC and community events, services and resources of interest to the LGBATQ+ students and their allies at Simon Fraser University.

This is a part time (up to 25 hours per week) designated assistant position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$15.17 per hour with benefits as defined in the Collective Agreement.

***The Simon Fraser Student Society is an equal opportunity employer.***

**Goals:** To support the OOC Coordinator in providing consistent, effective, smooth operation of the Out on Campus area and ensuring that the Out on Campus area provides resources, materials and services that meet the needs of the membership.

**Working relationship(s)/Role in Organizational Structure:** The OOC Administrative Assistant reports to the Out on Campus Coordinator.

#### **Duties and Responsibilities:**

1. Maintain the Out on Campus website, online social networks, and mailing lists as well as aiding in the development of promotion material related to OOC services, events and activities
2. Maintain an up-to-date knowledge of community resources and events for LGBATQ+ students and their allies at Simon Fraser University
3. Assist those who contact the Out on Campus area in person, phone or via email through direct assistance, information or appropriate referrals
4. Assist in the maintenance of files, databases, administrative systems, supplies and equipment, including, but not limited to the resource library
5. Assist the OOC Coordinator with programming such as the Positive Space Network workshop series

#### **Required Skills and Experience:**

1. Experience with issues faced by LGBATQ+ students in an academic institutional environment
2. Strong problem solving and leadership skills
3. Excellent computing skills (including Microsoft Office suite, data base, and social media)
4. Strong administrative, organizational, and communication skills
5. Experience planning and coordinating events

To apply email your resume, cover letter, and availability to [jobs@sfss.ca](mailto:jobs@sfss.ca) citing the position that you are applying for, **Out on Campus Administrative Assistant** in the subject line. Acceptable file formats include MS Word documents or PDF files. Unreadable files will be ignored. Applications must be received no later than 12:00 pm (PST) on August 21<sup>st</sup>. Only applicants who are selected for interviews will be contacted.