

**Job Description**  
**Administrative Assistant**  
**[Designated Assistant]**

**Description:**

The Administrative Assistant will be responsible for providing secretarial and administrative support to the SFSS Board of Directors, Committees, and Council in the form of providing effective organizational scheduling, board and committee agenda preparation, minuting and other tasks that may be assigned.

This is a part time temporary designated assistant position scheduled up to 10 hours per week. This is a unionized position with membership in Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$15.17 per hour with additional benefits as defined in the Collective Agreement.

**Goal:**

To support the work of the Board of Directors as indicated in the description above.

**Working Relationship(s)/Role in Organizational Structure**

The Administrative Assistant will work under the supervision of the Administrative Supervisor.

**Duties:**

The duties of the Administrative Assistant are as follows:

- 1) Prepare and distribute agendas for SFSS Board, committee, working groups, Council and other meetings as required
- 2) Transcribe minutes of SFSS Board, committee, working groups, Council and other meetings as required
- 3) Format and distribute minutes to appropriate channels in a timely fashion
- 4) Maintain meeting schedules and committee compositions on the SFSS website
- 5) Schedule meetings of the SFSS Board, committees, working groups, Council and other meetings as directed ensuring that the appropriate facilities, rooms and equipment are booked as required
- 6) Compile all board and committee member schedules, and in consultation with the President, and Committee Chairs arrange semester meeting times
- 7) Track and compile decisions of Committees and Board and forward to the Financial Office
- 8) Assist and report to the Administrative Supervisor regarding tasks assigned
- 9) Other duties as directed

**Required Skills and Experience:**

- 1) Familiarity with Microsoft Office Suite and Google Apps
- 2) Excellent transcription, writing and word processing skills
- 3) Ability to take detailed minutes
- 4) Strong attention to detail and organizational skills
- 5) Ability to work in a self-supervisory, multi-task environment, within clear timelines
- 6) Administrative ability and experience
- 7) Typing Speed of approximately 65 words per minute

**Preferred Skills and Experience:**

- 1) An understanding of the role of a Student Society
- 2) Experience in a non-profit, membership-based board/committee driven organization
- 3) Experience with Robert's Rules of Order



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How to apply: Send your resume, cover letter and availability to [jobs@sfss.ca](mailto:jobs@sfss.ca) stating "**SFSS Administrative Assistant**" in the subject line. Acceptable file formats include MS Word documents or PDF files. Unreadable files will be ignored. Resumes must be received no later than **12:00 pm (PST) on Friday, August 11th, 2017**. Only shortlisted candidates will be contacted.

**Desirable start date: September 6th, 2017**

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