

Internal/ External Job Posting
Junior System Administrator
(Part-Time Student Position)

Description: The Junior System Administrator is responsible for overseeing the integration and management of the Simon Fraser Student Society's new student platform. You will also act as an online support contact for the Society's diverse membership with a focus on Clubs and Student Unions.

The Simon Fraser Student Society is an equal opportunity employer.

This is a part time student position scheduled at up to 21 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 and manage the new SFSS student platform.

Working Relationship(s)/ Role in Organizational Structure: The Junior System Administrator works closely with the Member Services Coordinators and reports to the Administrative Supervisor.

Duties and Responsibilities

- Consolidate documents and forms onto the new system with the assistance of the Members Services Coordinators
- Work with student groups to onboard members onto their respective home pages
- Engage student leaders with polls, surveys and updated newsfeeds
- Assess and generate student engagement charts and reports
- Maintain accurate organization and membership data on the platform
- Work with staff to manage Club and Student Union events via the platform
- Research and implement administrative and reporting tools for platforms
- Evaluate and recommend methods to enhance the student platform experience
- Participate in online training seminars
- Document and organize records of student engagement activity
- Other duties as required

Required Skills and Experience:

- Experience using a content management system (CMS) preferred
- Strong problem solving and communication skills
- Excellent email, reception, telephone, and organization skills
- Ability to work efficiently in a self-supervisory, multi-tasking environment, within clear timelines
- Excellent computing skills [Microsoft suite, G-Suite]
- Understanding of the role of the Student Society for its membership, in terms of advocacy, representation, and the provision of services

To apply, email your cover letter, resume, and availability to jobs@sfss.ca citing that you are applying for the **SFSS Junior System Administrator** 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 **4:00 p.m. (PST) Tuesday, May 1st, 2018**. Desirable start date: as soon as possible. Applicants must be available to work Monday to Friday during regular office hours. Only applicants who are selected for interviews will be contacted. 1 year contract.