

Duties & Responsibilities

Reporting to the Assistant to the AVP and the Compliance Officer, the Office Assistant is responsible for assisting with the processing of Research Option & Scholarly Activity applications, database maintenance, and other duties as assigned for the Research, Engagement & Graduate Studies office. Responsibilities which will include assisting with the coordination of meetings and special events; and updating research related web pages; and other day to day tasks as requested. The Office Assistant will provide administrative support for various meetings, which may include the Senate Research and Graduate Studies committees, as well as Research Option and Scholarly Activity review committees; assist the Compliance Officer with the preparation of agenda documents for the Human Research Ethics Board and the Animal Care Committee; and attend meetings, events and functions outside of regular business hours as required.

Qualifications

Completion of a recognized certificate in office administration from a recognized post-secondary institution with a business focus. Minimum three years of experience in office administration, preferably in a post-secondary environment. Advanced knowledge of Microsoft Office applications (including Word, Excel, and Access) as well as Outlook and Banner. Ability to produce meeting agendas, minutes and follow-up on action items. Good working knowledge of MyWeb preferred. Well-developed skills in interpersonal and written/oral communication, business writing and composition. Ability to maintain confidentiality and work in a team environment. Highly resourceful and organized. Knowledge of UFV faculties, departments, and internal procedures, protocols and policies an asset.

Shortlisted applicants may be required to undergo a criminal record check.

How to Apply

Direct resume including evidence of appropriate qualifications by **September 15, 2014**, referring to **POSTING 2014.95** to:

Human Resources

University of the Fraser Valley

33844 King Road, Abbotsford, BC, Canada V2S 7M8

Tel: (604) 854-4554 Fax: (604) 854-1538 Website: www.ufv.ca

Email resumes and cover letter to: hrinfo@ufv.ca

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. In an effort to be both environmentally and fiscally responsible, UFV will contact only candidates receiving an interview. We thank all applicants for considering UFV for employment.

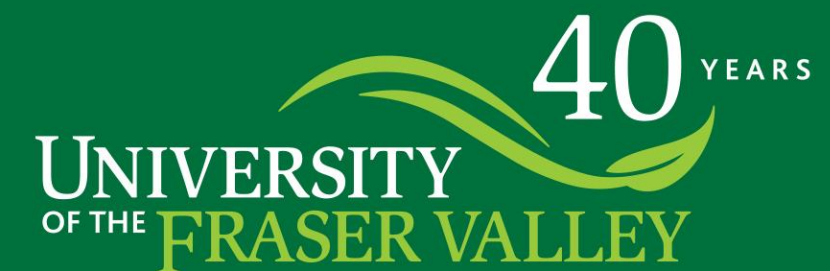
UFV is committed to the principle of equity in employment.

Staff Opening

Posting:	2014.95
Position:	Research Office Assistant
Department:	Research, Engagement & Graduate Studies
Status:	Staff, 80% full-time, Temporary
Start Date:	As soon as possible after closing date
Contract:	As soon as possible after closing date – December 12, 2014
Salary Scale:	\$21.50 - \$25.54 per hour (Staff pay group 5)
Closing:	September 15, 2014

About UFV:

The University of the Fraser Valley is nationally recognized for its commitment to teaching excellence, community relevance, and Indigenization. With over 100 programs, from graduate and undergraduate arts, science, and professional degrees, to trades and technical education, UFV is the school of choice for over 15,000 students. Learn more about UFV's forty-year history at ufv.ca/40



ufv.ca/hr/careers/