



KPU offers all learners opportunities to achieve success in a diverse range of programs that blend theory and practice, critical understanding, and social and ethical awareness necessary for good citizenship and rewarding careers.

ON-CALL AUXILIARIES – Competition Number 17-74A

Kwantlen Polytechnic University (KPU) is currently seeking individuals with intermediate administrative or clerical support experience to work in our on-call clerical pool.

Employees working in the on-call pool respond to requests from areas of the University that require additional support. This support is typically clerical in nature however we do have requests for work requiring student engagement and a few assignments that may require some physical lifting. Assignments can vary in duration from as little as 1 day to a maximum of 90 days.

Working on the University on-call pool provides an opportunity for employees to explore work in a number of departments and service areas and exposes them to a variety of diverse work experiences. This is a unionized position that provides those on the on-pool access to internal University job postings after 455 hours of accrued service.

The ideal candidate will have:

- At least 2 years' experience working in a similar office support role
- Be able to type a minimum of 40 wpm
- Have strong computer skills; specifically, intermediate skills working with Word, Excel and Outlook.
- Possess excellent verbal and written communication, organization, problem solving and time management skills
- Are detail-oriented and committed to meeting deadlines
- Be flexible in responding to work when the need arises.
- Must have an appreciation for working in a diverse environment with a focus on supporting the student life experience
- Be available to work on all 4 KPU campuses
- Have a current driver's license and access to a reliable vehicle

This exciting opportunity can be the start of a career in a post-secondary environment for the right individuals. If you have the above skills and experience and are interested in an environment where you will support student education and learning, we encourage you to apply to become part of the KPU team.

Please forward your resume, quoting competition 17-74A to: employ@kpu.ca.

A review of applications will begin on July 5, 2017, however, this competition will be open until filled.

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.