

Job ID: SCHII-24-38
Job Title: Manager Curriculum Development, Delivery and Convocation
Department: Enrolment Services - Registrarial Services
Campus: Thunder Bay
Status: Permanent
Job Category: Sch II
Date Posted: May 24, 2024
Closing Date: June 7, 2024

Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit thunderbay.ca.

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

About this Job

This role oversees the curriculum development, academic calendar, and examination scheduling and ensures alignment with the Lakehead University academic standards and the student needs. Additionally, this role manages curriculum implementation, and convocation ceremonies, and advises senior academic officials on regulatory compliance and academic strategies. Selected candidate will have the following Job Responsibilities:

Job Duties

Oversee all aspects of the Curriculum Navigator software, including training, user proficiency, system enhancements, and acting as the subject matter expert.

Manage, edit, and publish the Academic Calendar, ensuring it meets university standards and enhances the student and staff experience.

Direct all functions related to course and exam timetabling, including managing the Scheduling & Examination Coordinator and ensuring all course information is up-to-date in the scheduling software.

Provide expert advice and support to various Senate committees, ensuring compliance with university standards and regulations.

Plan and oversee the university's convocation ceremonies, managing tasks related to graduation lists, academic regalia, and ceremony logistics.

Review and advise on curriculum proposals, ensuring alignment with the academic and strategic plans of the university.

Act as a liaison with university stakeholders including deans, directors, and academic chairs, providing guidance on curriculum and academic regulations.

Continually seek and implement improvements to enhance systems, processes, and the student experience.

Qualifications

The incumbent should have a University degree, and five years plus work experience with proficiency in curriculum management software, academic calendar systems, and student information systems.

Extensive understanding of university regulations, policies, and governance structure.

Proven track record in academic administration, particularly in curriculum development and examination management.

Strong communication and interpersonal skills, capable of working effectively with various stakeholders and managing a team.

Technology savvy with excellent interpersonal skills.

Working Conditions

- Required to work flexible, occasional irregular hours during peak times
- Office environment

What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.

How to Apply



Lakehead
UNIVERSITY

Employment Opportunity

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.

If you are experiencing any issues with the Google Form, please email humanres@lakeheadu.ca for assistance.

We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.

Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or human.resources@lakeheadu.ca to make appropriate arrangements