



Enhancing the Prevention of
Injury and Disability at Work
(EPID@Work)

Lakehead University

1294 Balmoral Street
Thunder Bay, ON. P7B 5Z5

T: (807) 343-8010 Ext. 7165
e: epid.hbsc@lakeheadu.ca

**Administrative Assistant
Part-Time
Enhancing the Prevention of Injury & Disability (EPID)@Work Research Institute**

Department: EPID@Work Research Institute

Number of Positions: 1

Term: 1 Year Contract,

Contract: Part-time, 3 days a week (Tuesday, Thursday, Wednesday or Friday)

Start Date: October 2024

Lakehead University, Thunder Bay Campus, invites applications for a Part-time Administrative Assistant at the EPID@Work Research Institute.

The EPID@Work Research Institute is seeking a part time Administrative Assistant who will support the Director of EPID@Work Research Institute by carrying out a wide variety of administrative and minor research activities. This position is for one year, renewable depending on performance and funding. The Administrative Assistant will perform duties including organizing meetings and events, managing calendars, preparing agendas, taking and transcribing minutes for distribution and monitoring actionable items. The successful incumbent will review and sort incoming mail, review and prepare credit card statements and coordinate travel plans for the Director and colleagues and coordinate visits to the University. The Administrative Assistant will assist with collecting reportable information from scientific staff, assist with office technical support requests, and other duties as assigned. The Administrative Assistant will also participate in research activities, such as assisting with the collection and processing of data, or other tasks, as required.

The candidate will have a post-secondary education in an Administrative or related program along with 2 years of practical experience in a similar administrative role. They will be expected to demonstrate critical and analytic thinking abilities, have strong interpersonal skills paired with excellent written and verbal communication and organizational skills. Proficiency with PC computers is required (Windows 10; Microsoft Office Suite, Adobe, Google email and calendar, Zoom videoconferencing, GeoTab, etc.). Knowledge and understanding of Concur travel system is an asset. A valid G-class driver's license is an asset. The Administrative Assistant will have the ability to multi-task a variety of high priority duties and work under the pressure of deadlines while working independently.

Interested applicants are invited to submit a single PDF document containing a cover letter, resume, and the contact information of three professional references to:

Dr. Vicki Kristman
Director, EPID@Work Research Institute
Email: epid.hbsc@lakeheadu.ca

A completed Confirmation of Eligibility to Work in Canada form must accompany your package.

Established in 2018, the mandate of EPID@Work is to bring people together to reduce work-related injury and disability through collaborative applied research and provision of education to enhance knowledge related to injury and disability. The Institute recently became a partner with the Ministry of Labour, Immigration, Training, and Skills Development and holds a seat at the Ministry's Prevention Research Partner's Table. Information generated from our research informs practice and policies aiming to improve





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health and social outcomes in Northwestern Ontario and beyond. More information on the EPID@Work Research Institute is available at <https://www.lakeheadu.ca/centre/epid>.

Lakehead University is a comprehensive, research-intensive university, founded in 1956, with a reputation for innovative programs and cutting-edge research. With 11 Canada Research Chairs, 338 full-time faculty members, 13 research centers, 38 graduate programs (over 1300 graduate students), and external research funding that has increased 62.5% in the last 15 years, Lakehead's sustained development in research is clear. As a result, for five years in a row (2015 to 2019) Lakehead University was named Research University of the Year in Canada by Re\$earch InfoSource in our peer group category. Re\$earch InfoSource also ranked Lakehead first among undergraduate universities in Canada for our total amount of funding from non-profit partners for the period from 2013 to 2017.

The health and wellbeing of our employees is of the utmost importance to us. Lakehead University encourages and supports our employees in prioritizing their own wellbeing. To support our employees in balancing their working and personal lives, whether working traditional hours in the workplace or remotely, we have implemented a Disconnecting from Work Policy to encourage employees to disconnect from work outside of their working hours.

Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, members of racialized groups/visible minorities, Indigenous persons and persons with disabilities, and persons of any sexual orientation, gender identity or gender expression. Lakehead University is committed to an environment of open access to employment opportunities. Accommodations are available for all applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at (807) 343-8334. We appreciate your interest; however, only those selected for an interview will be notified.

