

**Job ID:** SCHII-24-44  
**Job Title:** Administrative Coordinator  
**Department:** The Office of the Provost and Vice-President (Academic)  
**Campus:** Thunder Bay  
**Status:** Permanent  
**Job Category:** Sch II  
**Date Posted:** 15th July, 2024  
**Closing Date:** 29th July, 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](http://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

### Position Overview:

The Administrative Coordinator will provide executive-level administrative support to the Office of the Provost and Vice-President (Academic). The incumbent will ensure the efficient, confidential, and timely completion of administrative tasks requiring information processing and multiple stakeholder coordination.

### Key Responsibilities:

- Manage travel arrangements for the Provost, including flight, hotel bookings, and ground transportation.
- Scheduling and general calendar management for the Provost and Vice-President (Academic), and Associate Vice-Provost (Academic)
- Provide training and assistance in Concur for the Provost's Office and direct report offices.
- Assist with faculty collective agreement processes, ensuring compliance and accuracy for merit, sabbatical requests, hiring documentation, and Promotion, Tenure, and Renewal (PTR).
- Coordinate meetings, including room bookings, virtual links, catering, and technology needs.



# Employment Opportunity

- Monitor and manage application packages for review by committee members.
- Assist with hiring processes and reviews for decanal and senior administrative positions.
- Support special events and meetings, such as New Faculty Orientation and professional development sessions.
- Provide training and support to administrative assistants of the Provost's direct reports.
- Maintain office records, prepare correspondence, arrange meetings, and coordinate responses to information requests.
- Liaise with multiple departments to ensure timely communication of critical faculty information.

## Skills and Qualifications:

- Post-secondary education.
- Minimum of 5 years of progressively responsible experience in a senior executive office, preferably within a university or college administration.
- Exceptional computer skills, including Microsoft Office (Word, Excel, PowerPoint), Google Suite and familiarity with Concur.
- Experience with agenda preparation, minute taking, and committee support.
- Exceptional time management, project management, and organizational skills to handle competing demands.
- Ability to prioritize tasks, manage workloads, and meet deadlines.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and exhibit high levels of professionalism.
- Ability to work independently and as part of a team.
- Superior administrative abilities with a strong sense of detail and problem-solving 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

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](mailto: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**



**Lakehead**  
UNIVERSITY

# Employment Opportunity

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](mailto:human.resources@lakeheadu.ca) to make appropriate arrangements