

Job ID: SCHII – 24-56
Job Title: Administrative Assistant
Department: Student Affairs
Campus: Thunder Bay
Status: Full-time, Contract – 12 Months
Job Category: Sch - II
Date Posted: September 18, 2024
Closing Date: October 02, 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

Position Overview:

We are seeking a highly organized and proactive Administrative Assistant to manage the day-to-day operations of the Office of Student Affairs. This role supports the Vice-Provost Students & Registrar and the Associate Vice-Provost Students by providing administrative coordination, logistical support, and project management. The ideal candidate will have exceptional communication skills, a keen eye for detail, and the ability to handle confidential information with discretion.

Key Responsibilities:

Coordination & Planning:

- Manage and organize daily, weekly, monthly, and annual calendars, tracking critical timelines and deadlines.
- Coordinate meetings, events, and travel for the Vice-Provost and Associate Vice-Provost.
- Prepare and manage information and materials for committees, meetings, and events.
- Handle incoming mail, travel arrangements, room bookings, catering, and other administrative tasks.
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- Support implementation and monitoring of university regulations and policies, particularly regarding Deferred Final Exams and Missed Term Work.
- Develop and monitor effective administrative procedures to enhance efficiency and communication.
- Provide onboarding and training support for new administrative staff within Student Affairs.

Financial Management:

- Coordinate and prepare budget submissions and monitor office expenses.
- Process invoices, reconcile expenses, and prepare travel authorizations and purchase requisitions.
- Track vacation requests and absences, preparing monthly HR reports.
- Provide budget support for grant-funded projects and assist in the review of agreements.

Relationship Management & Communication:

- Serve as a point of contact for the Vice-Provost, interacting with staff, faculty, students, and external stakeholders.
- Liaise with various departments for information coordination.
- Maintain confidentiality of student records and other sensitive information.
- Compose, draft, edit, and format correspondence, memos, and reports.
- Attend meetings, take notes, prepare follow-up correspondence, and distribute minutes.

Required Qualifications:

- Minimum of five years of administrative experience providing senior-level support.
- Bachelor's degree in a relevant discipline.
- Experience liaising with senior leaders and handling complex, confidential matters.
- Proficiency in MS Office (Excel, Word, PowerPoint), Google Suite, and Zoom technologies.
- Excellent research, report writing, and minute-taking skills.
- Strong organizational and project management abilities.
- Demonstrated attention to detail and accuracy.
- Ability to work independently, exercise sound judgment, and communicate professionally at all levels within the university.

Working Conditions:

- Office hours
- Applicants must be capable of maintaining confidentiality and adhering to the Freedom of Information and Protection of Privacy Act.

What do We Offer?

Apart from Salary, Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to



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promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.

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 careers@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