



Employment Opportunity

Job ID: SCHII-24-37
Job Title: Administrative Officer
Department: Office of Innovation, Partnerships and Economic Development
Campus: Thunder Bay
Status: Full-time, Permanent
Job Category: Sch II

Date Posted: May 23, 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

As an Administrative Officer reporting to the Directors of the Office of Innovation, Partnerships, and Economic Development, you will play a pivotal role in supporting the leadership team. This position demands a high degree of confidentiality and professionalism to ensure the seamless coordination and execution of complex administrative tasks. Primary responsibilities include conducting thorough background research and compiling essential materials for the meetings and appointments. In addition, they have the following responsibilities:

Job Duties

1. Stay informed about university policies and procedures, supporting Directors in compliance. Work in collaboration with many other University departments, such as the Department of Finance and the Office of Research Services.

2. Oversee and manage the budget for the department or office, including processing payments, reconciling transactions, and monitoring expenditures to ensure compliance with university financial policies.
3. Plan and coordinate events, seminars, and conferences, including logistics, guest invitations, and promotional materials, to support the university's academic and research missions. Further, they will also serve as a key point of contact between the department and other university units, external partners, and stakeholders. This includes managing correspondence and responding to standard inquiries.
4. Documentation and Reporting: Prepare and maintain important documents such as minutes of meetings, research agreements, and reports. Collect and analyze data to produce metrics and reports that support decision-making.
5. Provide general administrative support, including travel arrangements, organizing files, handling mail, and maintaining office supplies and maintaining the patent portfolio in collaboration with patent agents. They will also be instrumental in supporting the drafting of various types of research agreements and liaising directly with faculty, industry leaders, internal and external stakeholders, entrepreneurs, community partners, and staff.

Qualifications

1. A post-secondary degree with at least three (3) years of progressively responsible experience preferably within a post-secondary institution.
2. Extensive experience in providing administrative support including agenda preparation and minute-taking. Exceptional organizational skills with the ability to prioritize tasks and meet deadlines amidst competing demands.
3. Superior interpersonal and communication skills, both written and verbal, essential for engaging with a diverse range of internal and external groups.
4. Ability to work independently with minimal supervision in a demanding environment while maintaining strict confidentiality.

Working Conditions

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



Employment Opportunity

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 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