



# Employment Opportunity



**Job ID:** #COPE-24-14  
**Job Title:** Administrative Assistant  
**Department:** Natural Resources Management  
**Campus:** Thunder Bay, ON  
**Status:** Full Time, Temporary (until August 2025)  
**Job Category:** COPE Level 8

**Date Posted:** June 19, 2024  
**Closing Date:** July 3, 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, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings for the third year in a row. 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.

## Job Duties

- Directly responsible for providing advanced and continuous administrative support & communication to the Dean, the program chairs, faculty members, contract lecturers, and technologists as deemed necessary
- Provide high quality, advanced internal & external customer service, in person, by telephone, by Zoom or other interactive media, or by email
- Faculty Timetable Representative - working directly with Scheduling in new Data Capture Utility; timetable data entry and revision; liaising with service course departments to coordinate scheduling; ensure academic pathways agree with current calendar of course/program requirements
- Schedule and monitor appointments and meetings, collate documents for meetings/appointments, to ensure Dean has all pertaining information before meetings
- and gather supportive documentation; summarize time management details for the Dean
- Ensure the Annual Reports of academic staff are submitted on time, and correctly according to the LU BOG and LUFA Collective Agreement

# Employment Opportunity

- Assist the Dean with student appeals (e.g. reappraisal, academic fraud, plagiarism), collate all data and records, coordinate meetings, schedule meetings with appointed committee members, take notes during meetings, record dates, times, ensure that the time deadlines are met during the procedures;
- Facilitate on-campus activities/orientation for new staff members
- Schedule Faculty Council meetings and take the meeting minutes.

## Qualifications

- Post-secondary education in Business Administration or 3+ years' work experience reflecting the skills and ability to carry out administrative responsibility, particularly at post-secondary institutions. A good understanding of Canadian University processes would be an asset.
- Proficiency in Microsoft Office, Adobe, Google Drive/Email, Google Sheets, D2L, Infosilem, Datatel/Colleague/Ellucian, and Concur; basic accounting Internet-based research skills and can adapt and learn new systems and software quickly.
- Excellent organizational and time management skills.
- Ability to multi-task and work under tight deadlines
- Ability to work in a team setting and independently
- Ability to take initiative and plan; Be flexible, adaptable, and capable of working and problem solving on short notice and on the fly.
- Excellent interpersonal skills
- Must have project management knowledge, public relations & excellent customer service

## Working Conditions

- Office environment

## What do We Offer?

This position offers a competitive remuneration package including salary & benefits package.

Lakehead University commits 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 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](mailto: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**



# 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