

**Job ID:** #SCHII-24-15  
**Job Title:** Recruitment & Admissions Assistant  
**Department:** Recruitment & Admissions  
**Campus:** Thunder Bay, ON  
**Status:** Full Time, Permanent  
**Job Category:** COPE Level 6

**Date Posted:** September 13, 2024  
**Closing Date:** September 27, 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

Under the supervision of the Associate Registrar, Recruitment & Admissions, the Recruitment & Admissions Assistant contributes to Lakehead University's undergraduate enrolment goals by supporting the administrative functions of the recruitment and admissions team, and in the receipt and processing of applicant data files and admission documentation. This includes assisting with data imports and distributions, and in the processing of admission documents, such as transcripts and supplemental forms. The Recruitment & Admissions Assistant will also be responsible for processing financial transactions accurately and efficiently, as well as preparing and maintaining accurate financial records.

## Job Duties

- Transfer OUAC (Ontario Universities' Application Centre) and electronic data distributions into the Lakehead University student information database;
- Ensure all application information is correct and consistent with programs offered at Lakehead University prior to importing data and determine if errors need to be reported to OUAC;
- Monitor admissions responses via OUAC data distribution and in-house coding
- Familiarity with and ability to retrieve all student data by using data screens and codes associated with admissions and displayed on data base

# Employment Opportunity

- Familiarity with documentation of many origins (Canadian and International)
- Initiates appropriate functions to produce mass correspondence
- Orders and organizes all admissions related supplies and materials
- Makes all the necessary arrangements to support meetings
- Provides budget support including tracking of expenditures/budget transfers, follow up as required, ensuring proper cost centres/line items are adhered to
- Reconciles monthly credit card purchases
- Attend seminars and workshops as required
- Provides support with conducting research, producing reports and other projects as assigned

## Qualifications

- College Diploma or the equivalent combination of education and experience.
- Excellent communication skills (written, verbal and listening) and interpersonal skills
- Excellent time management skills with the ability to multitask
- Ability to maintain the utmost confidentiality with respect to student information
- Technological literacy – Microsoft Office (Word, Excel), Colleague (Datatel), etc.
- Detailed knowledge of University policies, procedures and academic regulations
- Knowledge of secondary and post-secondary education systems within Canada and Ontario
- Detailed knowledge of all facets of undergraduate admissions

## Working Conditions

- 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.

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 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.



# Employment Opportunity

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) 343.8010 ext. 8334 or [human.resources@lakeheadu.ca](mailto:human.resources@lakeheadu.ca) to make appropriate arrangements.