



Employment Opportunity

Job ID: #COPE-24-17
Job Title: MSc Computer Science Program Facilitator
Department: Computer Science
Campus: Thunder Bay, ON
Status: Full Time, Temporary
Job Category: COPE Level 6 (Under Review) ***INTERNAL/EXTERNAL**
***Internal COPE employees will be considered first among externals, review of internal applications begins July 5, 2024.**

Date Posted: June 26, 2024
Closing Date: July 12, 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

Under the supervision of the Graduate Coordinator, the MSc Computer Science Program Facilitator will provide administrative and reception support to the Department to facilitate daily operations of graduate programming needs.

Job Duties

Responsibilities include sorting and processing new graduate applications, developing and maintaining online student resources (website) and departmental social media activities, respond to student inquiries and direct them to appropriate resources/departments, track student forms with respect to program progress and funding (as applicable), provide assistance to external scholarship applications and organizational components of the departmental seminar course(s), provide assistance with academic advising and degree audits, assist with GA allocations, provide support to the development of outreach materials, filter and direct generic communications to departments. Other administrative support as required.



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Qualifications

- Post-secondary education, preferably in a science-discipline. Experience working in the University setting is considered an asset.
- Proficiency with computer software programs, including the Microsoft Office and Google Suite;
- Proficiency with university G mail and suite of Google Folders, Google Docs and Sheets is required.
- Excellent communication, organizational and interpersonal skills;
- Experience in supporting the needs of international students;
- Strong capacity for independent judgment;
- Ability to work and handle all office duties and communications in a confidential manner;
- Ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail;
- Ability to multitask a variety of high priority duties and work under the pressure of deadlines;
- Ability to work as part of a multi-disciplinary team.

Working Conditions

- Office environment

What do We Offer?

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 Arrangement balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work.

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) 343.8010 ext. 8334 or human.resources@lakeheadu.ca to make appropriate arrangements.



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