

Job ID: #COPE-24-23
Job Title: Placement Officer
Department: Undergraduate Studies in Education (USE) – Faculty of Education
Campus: Thunder Bay, ON
Status: Full Time, Permanent
Job Category: COPE Level 8

***Internal COPE employees will be considered first among externals, review of internal applications begins September 25, 2024.**

Date Posted: September 19, 2024
Closing Date: October 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.

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

The Placement Officer performs extensive outreach with local and provincial school boards and alternative placement sites nationally and internationally to carefully match and place teacher candidates for the practicum components of the Undergraduate Studies in Education program at the Thunder Bay campus. Under direct supervision of the Practicum Experiences Coordinator, and working very closely with the Program Chair, the administration team and counterparts at the Orillia campus, the Placement Officer secures placements for up to 400 students twice per year, plus additional or extended placements as needed.

Job Duties

- Carry out extensive outreach and networking with a large volume of schools, principals, teachers, administrators and other alternative placement sites, fostering relationships in order to establish and maintain a strong selection of Associate Teachers

Employment Opportunity

- Perform advanced administrative workflows and processes with a very high degree of organization and data accuracy; this includes confidential reports, proposals and approvals, budget monitoring, composing detailed documents, maintaining extensive and detailed databases, running database reports and queries, triaging and responding to high volumes of emails and messages, especially at peak times of the academic year
- Work collaboratively with the Professional Experiences Coordinator matching appropriate placements for all students in keeping with Faculty regulations and being acutely aware of striving for suitable matches in order to ensure a successful placement experience for both the Teacher Candidates and the Associate Teachers
- Maintain individual student teaching records and highly detailed filing systems in order to perform all workflows as accurately and efficiently as possible
- Maintain an accounting system for stipends related to placements (associate teachers, principals) and prepare the appropriate financial requisitions for payment; and
- Perform other related duties as required by the Professional Experiences Coordinator and Chair of Undergraduate Studies.

Qualifications

- Post secondary education in Business, Education or a related field, and/or a minimum 5 years in closely related work experience;
- Confidence working with Microsoft Suite, Google Workspace and Drive, Adobe, Zoom and Microsoft Teams online meeting platforms, and proficient in updating website content;
- Advanced skills in creating and managing detailed and highly organized databases and spreadsheets
- Familiarity with Ontario College of Teachers policies, oversight and guidelines an asset;
- A strong network and familiarity with school boards and K-12 school administration considered a strong asset;
- Familiarity with Datatel Colleague, Concur and Navigator systems an asset;
- Excellent communication, organizational and interpersonal skills;
- Ability to work within a culturally diverse environment;
- Understanding of budget processes;
- Ability to perform all office duties in a confidential and highly professional manner;
- Ability to multitask a variety of high priority duties and work under pressure of deadlines and frequent interruptions;
- Familiarity with University policies, procedures (e.g., collective agreement, Calendar regulations, Senate policies).

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.



Employment Opportunity

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