

Job ID: SCH II - 24 - 57
Job Title: Psychology Program Officer
Department: Psychology

Campus: Thunder Bay
Status: Full-Time Permanent
Job Category: Non-Union – Schedule II
Date Posted: September 16, 2024
Closing Date: September 30, 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

Job Overview:

Lakehead University is seeking a highly organized and motivated individual to serve as the Psychology Program Officer. This role will support the undergraduate and graduate programs (PhD and MA in Clinical Psychology, PhD and MSc in Psychological Science) across the Thunder Bay and Orillia campuses. The officer will facilitate student success, program sustainability, and coordinate key departmental processes.

Key Responsibilities:

- A. Student Success and Admissions
 - Serve as the initial advisor for undergraduate and graduate psychology students, tracking progress and supporting success.
 - Monitor and assist with student progression, leave of absence, extension forms, and annual reports.
 - Coordinate graduate program admissions and undergraduate thesis programs, and maintain accurate records.
 - Oversee the nomination process for scholarships, academic standing, and GA assignments.
 - Support the department in quality improvement processes and cyclical reviews.
 - Organize the annual psychology graduate student orientation event.



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B. Scheduling and Academic Standing

- Work with the Chair, faculty, and scheduling office to organize and submit the annual timetable.
- Review degree audits, academic standing, and graduation reports.

C. Community Education and Program Promotion

- Promote the psychology programs through presentations to prospective students, meetings with parents, and participation in university promotion activities.
- Maintain relationships with local high school counsellors and create promotional content for alumni engagement.

Desired Qualifications:

- A Bachelor's degree, preferably in Psychology, with at least 2 years of experience in an administrative role (or equivalent education and experience).
- Familiarity with academic program coordination, quality assurance, and accreditation processes.
- Strong organizational skills and the ability to manage information, maintain records, and calculate statistics.
- Excellent interpersonal, written, and oral communication skills.
- Proficiency in Microsoft Office (Excel, Word), Google Drive, database software, and social media platforms.
- Ability to work independently with professionalism and confidentiality.

Working Conditions

- Office hours 8:30-4:30 with occasional evening events
- 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 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.



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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