

**Job ID:** #OR-24-08  
**Job Title:** Administrative & Placement Assistant  
**Department:** Undergraduate Studies in Education (USE), Faculty of Education  
**Campus:** Orillia, ON  
**Status:** Part Time, Contract (1 year with possibility of extension)  
**Job Category:** Part Time

**Date Posted:** June 20, 2024

**Closing Date:** July 4, 2024

## Why Lakehead University?

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Lakehead's Orillia campus is a thriving academic community in which you can make a real difference as part of our team. Your unique ideas will be respected and encouraged. Because we are small and mighty, your commitment to innovation and collaboration are essential. Lakehead Orillia is located in the heart of Ontario's Lake Country, offering year-round opportunities for recreation, culture, and heritage.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. 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 Administrative & Placement Assistant, I/S Orillia, is responsible for contributing to the Undergraduate Studies in Education (USE - Thunder Bay) administration team by supporting the Orillia Intermediate/Senior program students and instructors and the Technological Education students and instructors in Orillia. This includes: working alongside the Placement Officer in the weeks leading up to fall and winter placement blocks, and supporting scheduling, timetabling and academic advising (alongside the Chair). for students and instructors located at the Orillia Academic building (Simcoe Hall), including the USE I/S Professional Program, and the USE Technology Education Program.

## Duties including but not limited to:

- Carry out extensive outreach and networking with a large volume of schools, principals, teachers, administrators and other alternative placement sites, fostering relationships to establish and maintain a strong selection of Associate Teachers
- Perform advanced administrative workflows and processes, such as scheduling and timetabling, with a very high degree of organization and data accuracy; this includes confidential reports, admissions documents and processes, 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

# Employment Opportunity

- Work collaboratively with the placement team matching appropriate placements for all students in keeping with Faculty regulations and striving for suitable matches 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 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

## 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;
- 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, and procedures (e.g., collective agreement, Calendar regulations, Senate policies) considered an asset.

## Working Conditions

- Office environment
- Up to 35 hours per week

## 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 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.