

Employment Opportunity

Job ID: SCHII-24-33
Job Title: International Student Engagement & Cultural Coordinator
Department: International Student Services
Campus: Thunder Bay Campus
Status: Full Time, Permanent
Job Category: Schedule II
Date Posted: May 7, 2024
Closing Date: May 21, 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:

Reporting to the Director, International Student Services ("Director"), the incumbent provides support and carries out strategic directions established by the Director relating to international student engagement, cultural learning, and operations facilitation. The cultural programming of the International Student Services office is intended to enhance international student experiences, learning, and engagement; foster communicative language development; and encourage civic engagement.

Job Duties:

- They will execute strategic directives from the Director of International Student Services, enhancing services, support, and retention of international students through cultural programming.
- They will develop and implement cultural programming, events, and activities specific to the needs of international students.

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- They will manage and facilitate the daily operations of the International Centre welcome area, maintaining a welcoming and inclusive environment.
- They will generate and manage data and statistical tracking for the department, including website content and software programs.
- They will support new international student orientation, onboarding, and transition through airport arrivals, community/campus fairs, and Welcome Days.
- They will provide support for the Director and department as needed.

Qualifications:

We are looking for Graduates with 3-5 years of experience in a post-secondary education environment, with the experience of working with the international students or diverse populations.

- They must demonstrate a deep understanding of international student needs and cultural diversity, with exceptional communication, interpersonal, conflict resolution, and relationship-building skills.
- They should have experience in event planning and execution, managing large data sets, and be proficient in using a variety of software including Google Suite, Microsoft Office, and Zoom.
- They should have attention to detail and outstanding planning, organizational, and time management skills, capable of handling multiple tasks or projects simultaneously.
- They should be creative, with the ability to generate new ideas and work effectively within a cross-functional team. A second language ability is considered an asset.

Working Conditions:

- Office
- Office hours 8:30-4:30 with occasional evening events and workshops

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



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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