

Job ID: SCHII-24-12
Job Title: Manager of Graduate Studies
Department: Faculty of Graduate Studies
Campus: Thunder Bay
Status: Permanent
Job Category: Schedule II
Date Posted: February 8, 2024
Closing Date: February 22, 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 Manager of the Faculty of Graduate Studies (FGS) holds a pivotal role in shaping the academic and administrative landscape of the University's graduate programs. Charged with the responsibility of developing and maintaining an organizational structure reflective of Lakehead's culture and mission, the Incumbent serves as a steward of resources, advocating for sufficient budget support to ensure the optimal functioning of the FGS. The Manager ensures the consistent application of graduate academic standards across the University. Moreover, their advisory function extends to collaborating with diverse stakeholders, including the FGS team, the Dean of Graduate Studies, Faculty Deans, and Graduate Coordinators, offering guidance on matters ranging from admissions and enrollment to university policies and procedures. In essence, the Manager of FGS embodies a multifaceted role, driving excellence and consistency in graduate education at Lakehead University.

Job Duties

- The Manager of the Faculty of Graduate Studies (FGS) supports and guides the overall vision, mission, and strategy of the faculty, ensuring alignment with university goals. They lead staff, oversee administration, and collaborate on job descriptions to ensure fair performance evaluations are conducted, and improvement plans are implemented as needed.
- They collaborate closely with other university leaders to develop proposals for enhancements and implementations related to graduate student services and business processes.
- They work in conjunction with senior leadership to monitor best practices within FGS, consistently improving the quality of services provided to graduate students, applicants, and campus partners.
- They ensure that a comprehensive, data-informed enrollment strategy is developed for long-term academic and fiscal health. They uphold workplace integrity and provide training for staff development. They prioritize timely customer service and collaborate with service units. They develop a comprehensive financial strategy and oversee budget adherence, assuming responsibility for overseeing financial management within the FGS, ensuring adherence to the established financial strategy. This includes monitoring budgets, expenditures, and financial processes to maintain fiscal health.
- They develop a dynamic enrollment strategy, allocate resources, and ensure compliance with university standards. They represent FGS at internal and external meetings, events, and workshops and serve as a liaison between FGS and the broader university community. They direct efforts to ensure the availability of proper resources to support a vibrant student experience at Lakehead University. This encompasses robust communication channels and efficient systems to facilitate seamless operations throughout the graduate student life cycle.
- They ensure adherence to federal (PIPEDA) and provincial (FIPPA) privacy of information legislation, safeguarding the confidentiality and integrity of student records.
- They participate in the selection of enterprise software or decisions related to local software development, emphasizing thorough consultation with stakeholders.
- They ensure that dedicated and qualified staff members are consistently deployed for functional user analysis, testing, implementation, and training. This commitment to resource management ensures the smooth integration and optimal utilization of technology within the FGS.
- They play a lead role in planning, organizing, scheduling, coordinating, and executing a series of on- and off-campus as well as virtual recruitment events and activities in efforts to meet our enrollment goals.

Qualifications:

- Bachelor's degree or equivalent combination of education and experience required
- 5-10 years of registrarial or senior management experience in a complex education sector organization
- Demonstrated ability to adeptly manage change, inspire a culture of continuous improvement, and motivate others within the organization.
- Effective leadership skills with the ability to collaborate both internally within the Faculty of Graduate Studies (FGS) and university-wide. This includes working with senior leadership, faculty members, directors, and staff. Additionally, the capacity to collaborate collegially with external partners at other institutions, agencies, or governmental bodies.
- Expertise in complex budget management, including the ability to strategically allocate financial resources to support the goals of the FGS.
- Exceptional communication skills, encompassing the ability to convey ideas clearly and effectively to diverse stakeholders.
- Practical experience working with unions and a comprehensive understanding of bargaining practices.
- Highly proficient in managing multiple large-scale projects and driving process improvement initiatives that have a significant impact on the entire organization.
- Competencies in strategic thinking, policy development, and change management, contribute to the overall strategic direction of the FGS.

Working Conditions

Office hours

Operates from the University office and participates in working groups, steering and management committees. They also participate as a resource to key university-wide committees

The role is actively engaged in relationship-building and managing projects using a collaborative approach across campus. The Manager interacts with senior leadership counterparts at provincial and national universities and relevant provincial organizations to discuss graduate studies.

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

Employment Opportunity

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 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