

Job ID: #COPE-23-16
Job Title: Administrative Assistant
Department: Departments of Physics and Geology
Campus: Thunder Bay, ON
Status: Full Time, Temporary (12 months)
Job Category: COPE Level 7 *INTERNAL

Date Posted: November 9, 2023
Closing Date: November 16, 2023

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.

Job Duties

- Assists in the preparation of budgets and tracking of expenditures; monitors budget allocations and expenditures to ensure year-end fiscal accountability; runs detailed budgetary reports via Colleague
- Prepare financial paperwork and reimbursements, manage all payments of invoices and expenses accurately utilizing budgetary programs; perform financial review of same accessing Datatel; ensure appropriate accounts transfers/deposits
- Organizes and maintains various files which may involve confidential information; purges files as appropriate; handles and prepares sensitive/confidential matters (promotion/tenure, merit, internal/external awards)
- Updates departmental websites
- Update/review academic information of the on-line calendar; process calendar changes
- Forwards course manuals, laboratories, class notes, fieldtrip manuals to the bookstore and/or print shop; ; order textbooks and required desk copies for faculty and sessionals

Employment Opportunity

- Coordinates travel arrangements for Tenure Track/CRC faculty hires, field school and field trip travel; invited guest speakers etc. (includes booking airline tickets; hotel reservations; car rentals etc.)
- Scheduling representative for the academic timetables for Geology, Water Resource Science and Physics for undergraduate programs.
- Receives and screens visitors and telephone calls; deals with requests or schedules appointments with students and faculty and others as required
- Directs queries, concerns and complaints from students, faculty and general public to appropriate university personnel for response
- Performs secretarial functions in support of the units' academic programs and administrative functions such as word-processing of letters, memos, scanning, photocopying, receives and processes surface mail, phone calls, e-mails, screens, prioritizes and responds to same without direction

Qualifications

- Post-secondary education Office Administration diploma, coupled with a minimum of three to five years' experience in an administrative assistant position
- Demonstrated proficiency with computers and software programs including Microsoft Office, Corel Draw, Adobe, Colleague/Datatel systems;
- Excellent written and oral communication skills,
- Demonstrated ability to multi task, coordinate multiple projects and tasks simultaneously and effectively with competing deadlines;
- Demonstrated ability initiative, tact and good judgement
- Ability to work independently and effectively without direct or ongoing supervision;
- Excellent administrative skills to ensure efficiency and effectiveness
Demonstrated ability to work and handle all office duties and communications in a confidential and diplomatic manner;
- Ability to work both collaboratively and independently
- Ability to work efficiently and effectively in an environment subject to frequent interruptions and high volume of activity, particularly at peak times in the academic cycle
- Aptitude for quick learning of new educational technologies and applications

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.

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.



Employment Opportunity

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