

Job ID: #COPE-23-18
Job Title: Residence Admissions/Accounts Clerk
Department: Residence Services
Campus: Thunder Bay, ON
Status: Full Time, Permanent
Job Category: COPE Level 7 *INTERNAL

Date Posted: December 5, 2023
Closing Date: December 12, 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.

About this Job

Under the general direction of the Director, Residence Services, the incumbent will be responsible for Residence student accounts, student accommodation assignments and providing general administrative support to the department. The following is a brief outline of the responsibilities and qualifications of the position. A job fact sheet detailing the required duties is available in the Office of Human Resources.

Job Duties

- Receive and process online applications for residence
- Set up and maintain student account assessments and adjustments
- Track and reconcile residence student meal plans
- Conduct year end inventory reconciliation
- Receive, verify, and update statistical information on the admission to Residence
- Work with various departments within the University to meet the accommodation needs of the students
- Maintain an accurate filing system

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- Receive and respond to inquiries from parents and students
- Other duties as assigned

Qualifications

- Post-secondary education along with 2 years of related experience
- Understanding of basic accounting systems and procedures
- Demonstrated proficiency with computers and software programs including Microsoft Office and Colleague/Datatel systems;
- Ability to maintain confidentiality of student records
- Ability to handle sensitive information
- Ability to work efficiently and effectively in an environment subject to frequent interruptions and high-volume activity, particularly at peak times in the academic cycle
- Ability to meet deadlines as required
- Ability to work independently with a high degree of accuracy
- Ability to plan and organize work without direct supervision
- Excellent interpersonal and public relations skills
- Ability to multitask
- Working knowledge of point of sale machine

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.

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



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