

Job ID: SCHII-23-27
Job Title: Coordinator, Global Mobility Programs
Department: Lakehead International
Campus: Thunder Bay, ON
Status: Full time, Permanent
Job Category: Schedule II

Date Posted: August 29, 2023
Closing Date: September 15, 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

The Coordinator, Global Mobility Programs contributes to Lakehead University's internationalization efforts and global engagement priorities by increasing student awareness of and participation in international engagement & mobility opportunities such as international academic exchanges, short-term study abroad programs, faculty-led programs, government scholarship programs and other international experiential learning and study/work abroad opportunities.

Reporting to and receiving strategic guidance from the Manager, Global Engagement and Mobility Programs, and working with relevant academic and administrative units at Lakehead University, the Coordinator oversees all aspects of the application and approval process for both inbound and outbound exchange students, provides pre-departure, arrival and re-entry support and is responsible for the promotion of various mobility programs to both Lakehead students and to students from our partner universities.

The Coordinator ensures the delivery of strong student support before, during, and after study abroad and other mobility experiences, is responsible for tracking inbound and outbound student activity, and monitoring and reviewing the status of student exchange agreements. The role requires a collaborative

Employment Opportunity

and culturally informed approach to resolving issues and program challenges, including student crises and conflict management.

Job Duties

- Coordination of International study abroad and other mobility opportunities for Lakehead students
- Coordination of inbound mobility and student exchange programs
- Promotion and awareness building of international mobility programs
- Website and database management, data collection, and presentations
- International mobility program administration

Qualifications

- Post-secondary education, preferably a degree, ideally in a related field such as Education, Communications, Business, International Business or International Relations
- Two (2) years of recent and relevant experience in a post-secondary environment, preferably in international education, coordinating student exchange or mobility programs, developing and/or delivering student programs, and/or student services and supports
- Experience coordinating credit and non-credit programs such as academic exchanges, short term abroad programs, placements, internships, etc.
- Knowledge of international student exchange programs, opportunities, scholarships, etc.
- Awareness of international visa regulations and application procedures
- Strong organizational skills, ability to balance multiple tasks and manage multiple priorities simultaneously
- Project planning and event management skills
- Demonstrated ability to balance multiple priorities and projects
- Strong attention to detail
- Proven ability to take initiative and lead on projects
- Demonstrated ability to work in a high volume, target-driven environment; meet deadlines, and handle pressure and stressful working conditions

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.



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) 343.8334 or human.resources@lakeheadu.ca to make appropriate arrangements