

Job ID: SCHII-23-31
Job Title: Experiential Learning Navigator
Department: Faculty of Business Administration
Campus: Thunder Bay, ON
Status: Full Time, Temporary (12 month contract)
Job Category: Non-union

Date Posted: September 6, 2023
Closing Date: September 22, 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 Experiential Learning Navigator plays a critical role in coordinating experiential learning opportunities for students, building partnerships with community-based organizations and entrepreneurs. The position will actively work with students, staff and faculty, stakeholders and community partners to provide work placements, mentorship opportunities, and training workshops for work-readiness skills for our students. The position reports to the Dean, Faculty of Business Administration.

Job Duties

- Promote experiential learning opportunities, procure student placements, recruit and train mentors, manage student admissions to the program, and match students with mentors and placements;
- Liaise with key community partners to promote the Faculty and experiential learning opportunities.
- Liaise with other student services and academic units within the university.
- Support the implementation of course-embedded experiential learning opportunities.
- Monitor student progress, collect and compile data for program evaluation, maintain student placement records and manage files with the utmost level of care and confidence.

Employment Opportunity

- Manage the interests, goals, and objectives of experiential learning at both campuses.
- Market the Work-Integrated Learning @ Lakehead Program to students, community partners, and other stakeholders using multiple communication channels, including websites and social media.
- Work with career services to support student career planning and work readiness.
- Work with internal and external partners to facilitate workshops and other professional development opportunities for students.
- Track program outcomes and submit reports.
- Other activities to support the sustainability of the program.

Qualifications

- A university degree.
- Outstanding communication skills with demonstrated ability in public speaking, marketing, and writing.
- Strong project management, time management, budgeting, and computer skills.
- Experience with experiential learning principles, program evaluation, skill development training, recruitment, marketing and public relations, relationship management.
- Experience in a post-secondary environment is an asset.

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