

Job ID: #SCHII-23-35
Job Title: International Admissions Officer
Department: Enrolment Services – Undergraduate Admissions
Campus: Thunder Bay, ON
Status: Full Time, Permanent
Job Category: Schedule II

Date Posted: September 27, 2023
Closing Date: October 11, 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

Reporting to the Associate Registrar of Undergraduate Admissions, the International Admissions Officer contributes to the development of the international community at Lakehead University by advising international applicants through the application process, assessing international credentials, including transfer credit evaluations, English language qualifications, and determining an applicant's admissibility to Lakehead University and programs at the undergraduate level. Participating in international admissions-related recruitment initiatives and activities is also part of the role to further support the internationalization of the University.

Qualifications

- University degree or equivalent education in a related field
- Minimum 1-2 years' experience in related field of admissions and specially in the area of international credential assessment
- Appreciation and understanding of diverse cultures and backgrounds with the ability to communicate with multicultural populations

Employment Opportunity

- Excellent oral and written communication skills and strong organizational, interpersonal and presentation skills
- Well-developed research, analytical, decision-making and computer skills
- Ability to multi-task and the capacity to handle heavy workload
- Ability to maintain confidentiality of student data records and understand the importance of the Freedom of Information and the Protection of Privacy Act and the application of the Act
- Proficiency in Word, Excel, and PowerPoint as well as functional experience with student information systems, specifically Ellucian Colleague
- Ability to travel on University business often at short notice and on weekends and evenings as required

Working Conditions

- Varying hours and days of work to accommodate international travel, events and school/fair visits
- 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.

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 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