

Job ID: SCHII-23-38
Job Title: International Student Life Coordinator
Department: Lakehead International
Campus: Thunder Bay, ON
Status: Full-time Contract
Job Category: Non-union

Date Posted: September 19, 2023
Closing Date: October 10, 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

Are you a self-motivated and adaptable professional looking for an exciting opportunity to step into a temporary role and contribute to the Lakehead University International team during a period of maternity leave? We're seeking an enthusiastic individual to join us as a **Maternity Leave Cover International Student Life Coordinator** to provide essential coverage and support to Lakehead University's international students for a duration of 8 months, with the possibility of extension.

Reporting jointly to the Director, English Language Centre (ELC), the Director, International Student Services (ISS), and the Manager, Global Engagement and Mobility, the International Student Life Coordinator is responsible for developing engaging extracurricular and intercultural learning opportunities for international students (including ELC students, exchange students, and full-time academic students) as well as for delivering engaging experiential learning activities for English language Centre students. Programming is intended to enhance the student experience, learning, and engagement, foster communicative language development, and to encourage civic engagement in Thunder Bay and Orillia.

Employment Opportunity

The International Student Life Coordinator works collaboratively with other members of the English Language Centre, International Student Services, and Global Engagement teams to identify, plan, and deliver engaging activities and learning opportunities. The incumbent also manages the English Language Centre's Homestay program, coordinating placements and ensuring student and host satisfaction, and oversees the ELC's social media platforms, and assists with onboarding and orientation of new ELC students.

The possibility of extension beyond the initial 8 months is contingent upon the evolving needs of the English Language Centre, and the Departments of International Student Services and Global Engagement.

Job Duties

- Coordinate of Experiential Learning for ELC students and Extracurricular Activities for ELC, exchange and full-time international students.
- Coordinate of the ELC's Homestay Program.
- Supervise Student Assistants (SAs) on the implementation of all planned and coordinated activities.
- Conduct SA ongoing feedback sessions in the form of performance reviews.
- Supervise Student Assistants and Risk Management compliance.
- Manage activities budget.
- Manage and monitor the Thunder Bay campus ELC Facebook account and Orillia campus ELC Facebook page.
- Develop clear ongoing social media and student engagement plans that promote all experiential and extracurricular activities.
- Conduct ELC student onboarding, support, and transition.

Qualifications

- Undergraduate post-secondary university degree or college diploma.
- Excellent Interpersonal and networking skills; ability to build strong professional relationships within the community and interdepartmentally.
- Strong organizational and time management skills; team player; ability to multitask and prioritize workload for often high pressure, time sensitive and demanding projects.
- Strong computer skills: Word, PowerPoint, social media, basic graphic design, for example.
- Good judgement and troubleshooting skills; ability to make key decisions and judge risks in situations both on campus and in the community, including vetting homestay families, and on student events.
- Health and Safety Training and/or First Aid Certification is considered an asset.

Working Conditions

- Office environment and outdoor activities

What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.



Employment Opportunity

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.