



Employment Opportunity



Job ID: #SCHII-23-40
Job Title: Executive Assistant
Department: Office of the President
Campus: Thunder Bay, ON
Status: Full Time, Permanent
Job Category: Schedule II

Date Posted: October 16, 2023
Closing Date: October 30, 2023

Why Lakehead University?

Lakehead University is seeking qualified candidates for the position of Executive Assistant, Office of the President. 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.

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 President & Vice-Chancellor, the Executive Assistant will provide Executive level assistance and support to the Office of the President. The incumbent will be responsible for ensuring that the coordination and completion of the complex administrative tasks are executed in an efficient, professional, and timely manner. The work of the Executive Assistant is conducted with a high level of confidentiality and professionalism. This role is a key member of the Office of the President's administrative team supporting and contributing to the efficient functioning of the office. The Executive Assistant will be responsible for providing administrative support to the President's portfolio under the direction of the Chief of Staff. A high level of commitment is required, and the ability to be effective in a deadline driven environment where change is constant.

Qualifications

- Post-secondary education along with a minimum of five (5) years of progressively responsible experience working in a senior executive office, preferably at a post-secondary institution
- Exceptional organizational skills and ability to prioritize meeting deadlines while balancing competing needs.

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- Exceptional computer skills including experience with presentation software (PowerPoint) and various office programs including Microsoft Office (Word, Excel, etc.) and Concur.
- Comprehensive experience providing administrative support to executives and or committees, including agenda preparation.
- Ability to perform at exceptional levels in listening and communication skills, spelling and grammar skills, both written and verbal and problem analysis.

Working Conditions

- Office environment
- This position may require at times working after hours and on weekends based on operational needs therefore the ability to be flexible is desired.
- This position is based at the Thunder Bay campus location.

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