

Job ID: #SCHII-23-41
Job Title: Chief of Staff
Department: Office of the President
Campus: Thunder Bay, ON
Status: Full Time, Permanent
Job Category: Schedule II

Date Posted: November 2, 2023
Closing Date: November 16, 2023

Why Lakehead University?

Lakehead University is seeking qualified candidates for the position of Chief of Staff, 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 Chief of Staff is a trusted advisor to the President and a key member of the President's senior leadership team, performing an executive-level support role within the Office of the President. The Chief of Staff's primary role is to provide support, advice, and assistance to the President in all areas of their work, enabling the President to advance the university's vision, mission, and strategic priorities.

The Chief of Staff works closely with the President on operational matters, communications, stakeholder relations, key initiatives, and special projects of critical importance to the University and assists the President in the setting and prioritizing of strategic goals to support and advance the mission and success of the institution.

This position has a university-wide mandate and is based at the Thunder Bay campus location.

Qualifications

- The ideal candidate for this senior-level position will be an accomplished leader with demonstrated experience within the Public Sector. Additionally:
- University Degree, preferably in Business Administration

Employment Opportunity

- Seven to ten years' experience working in progressively senior administrative roles
- Ability to work effectively and discreetly with confidential and sensitive information
- Exceptional interpersonal, leadership and team building skills
- Excellent analytical and problem-solving skills, with strong decision making skills
- Exceptional oral and written communication skills and proven project management skills and demonstrated success leading multi-stakeholder project teams.
- Familiarity with academic organizational culture, administration and collegial governance would be considered an asset.
- Knowledge of the University's policies, procedures and governance structures is considered an asset
- Commitment to advancing Truth and Reconciliation and EDI at the university.

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.

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