

**Job ID:** SCHII-23-42  
**Job Title:** Executive Assistant  
**Department:** External Relations  
**Campus:** Thunder Bay, ON  
**Status:** Full-time permanent  
**Job Category:** Non-union

**Date Posted:** October 13, 2023  
**Closing Date:** October 27, 2023

## Why Lakehead University?

Lakehead University is a dynamic and innovative University located in Thunder Bay, Ontario, with a growing presence in Orillia. As one of Canada's top research intensive universities, Lakehead is committed to providing an exceptional educational experience for its students while contributing to the social, cultural, and economic well-being of the communities it serves.

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

Lakehead University is Seeking a highly motivated and organized individual to join our team as the Executive Assistant to the Vice President of External Relations. The successful candidate will play a crucial role in supporting the Vice President in achieving the University's goals in the areas of Alumni Relations, Fundraising, Government Relations, Community Engagement, and Communications.

The Executive Assistant reports directly to the Vice-President, External Relations and works with the External Relations team, other VPs, the President's Office and academic leaders to ensure the smooth and strategic operation of the office of the Vice President, External Relations. As an ambassador for Lakehead University, the Executive Assistant is an important member of the External Relations Team. This role provides advice and support to the Vice-President External Relations on issues that may be highly confidential and require problem solving and decision-making.

## Job Duties

- Manage the Vice President's calendar, scheduling meetings and appointments.
- Prepare and edit correspondence reports and presentations on behalf of the Vice President.
- Coordinate and organize meetings, events and conferences related to external relations.
- Act as a liaison between the Vice President and various internal and external stakeholders including the President's Office, other VPs and academic leaders.
- Assist in the development and execution of fundraising campaigns and initiatives.
- Maintain records and files related to external relations activities.
- Provide administrative support to the Vice President's office including managing travel Arrangements at expense reports.



# Employment Opportunity

- Handle confidential and sensitive information with discretion and professionalism.
- Submit all travel authorizations and expenses incurred by the Vice President External Relations for reimbursement through concur, cheque requisitions, purchase orders, etc. in a timely manner.
- Gathers background materials, documentation, directions for meetings, travel and various engagements ensuring the Vice-President is properly prepared for all upcoming meetings and engagements.
- Ensures the Vice-President External Relations is apprised of matters related to their area of responsibility and External Relations in general, including any contentious issues with the potential to negatively impact the University's image and/or performance.
- Assists with major donor files where the Vice-President, External Relations is the solicitor including the creation of donor-centered documents such as proposals, memorandums of agreements, thank you letters, donor impact statements and related documents.

## Qualifications

- Post-secondary degree or diploma in Business, Management, Education or similar.
- Minimum of three years' experience in an office administration role.
- Demonstrated success in streamlining administrative processes and protocols with the proven ability to recommend and implement improvement initiatives.
- Strong communication skills, including the ability to promote cooperation and commitment within a team to achieve desired outcomes and the ability to build consensus. Strong written and verbal skills.
- Ability to proactively anticipate potential challenges and take the initiative to rectify situations at the earliest point of intervention.
- Demonstrated independent judgment in areas of time and project management, task prioritization and decision-making.
- Proven ability to manage a large volume of work, conflicting priorities, and deadlines within a busy and dynamic environment.
- Tact, judgment, and diplomacy are essential.
- Extensive interpersonal skills and the ability to effectively interact with a diverse range of senior administration, faculty, staff, donors, Alumni, Friends and community representing the External Relations office and the Vice-President.
- Extensive experience with computer applications: Windows, Microsoft Office, and computer databases.
- Ability to maintain confidence, exercise discretion and negotiate including analytical and problem-solving skills under pressure.

## Working Conditions

- Office environment

## What do We Offer?

This position offers a competitive remuneration package including salary, a comprehensive benefits package, life insurance, CAAT Pension Plan, and tuition waivers.



# Employment Opportunity

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 an innovative and employee-friendly work environment.

## 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](mailto: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](mailto:human.resources@lakeheadu.ca) to make appropriate arrangements**