

Job ID: #SCHII-23-45
Job Title: Associate University Secretary
Department: Office of the University Secretariat
Campus: Thunder Bay, ON
Status: Full Time, Permanent
Job Category: Schedule II

Date Posted: October 26, 2023
Closing Date: November 9, 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 University Secretary, the Associate University Secretary (AUS) is a member of the senior management team at Lakehead University. The AUS serves as the assistant corporate secretary to the Board of Governors, the Senate and the Ogimaawin Indigenous Education Council and assumes duties of the University Secretary in the incumbent's absence. The AUS will have a strong understanding of governance principles and practices, excellent organizational and administrative skills, and the ability to work collaboratively with diverse partners. A job fact sheet detailing the required duties is available in the Office of Human Resources.

Job Duties

- Provision of advice and governance services;
- Ability to interpret and provide advice on relevant legislation, the University Act, bylaws, parliamentary procedure, policies, procedures and best practices;
- Policy development, review and analysis;
- Research services;
- Senior advisor to the University Secretary;
- Liaise with governing bodies;

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- Coordinates and provides support for all aspects of governance meetings;
- Participates in strategic planning and governance reviews;
- Provides support in identifying and developing professional development and training sessions for staff and governance participants;
- Performs other duties as required.

Qualifications

- University degree and a minimum of 5 years related experience or more than 5 years of relevant experience in a Secretariat-type position within a University setting;
- Expert writing skills at a university-level;
- Expert minute taking skills and meeting facilitation ability;
- Leadership experience;
- Independent with a high level of judgement, critical thinking and decision-making;
- Sound knowledge of institutional governance, governing boards and policy development;
- Excellent organizational skills and exceptional attention to detail;
- Sound political acumen;
- Knowledge of parliamentary procedures (Robert's Rules);
- Strong project management and planning skills;
- Ability to interact in a diverse, fast-paced work environment, exercising diplomacy and discretion;
- Strong time management skills to handle a variety of high-priority duties and work with frequent interruptions and under the pressure of changing priorities and short deadlines;
- Well developed interpersonal communication skills;
- Excellent administrative skills including records management to ensure efficiency and effectiveness;
- Familiarity of Lakehead University policies, procedures and organizational structure;
- Familiar with safe work habits and an understanding of the Occupational Health and Safety Act.

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.



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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