

Job ID: #SCHII-23-46
Job Title: International Engagement Officer
Department: Lakehead University International
Campus: Orillia, ON
Status: Full Time, Contract (14 months)
Job Category: Non-Union

Date Posted: October 27, 2023
Closing Date: November 10, 2023

Why Lakehead University?

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Lakehead's Orillia campus is a thriving academic community in which you can make a real difference as part of our team. Your unique ideas will be respected and encouraged. Because we are small and mighty, your commitment to innovation and collaboration are essential. Lakehead Orillia is located in the heart of Ontario's Lake Country, offering year-round opportunities for recreation, culture, and heritage.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. 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. 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

Under the direction of the Vice-Provost, International and the Office of the Principal (Orillia), the International Engagement Specialist (Orillia) oversees all international operations at the Orillia campus and Simcoe County ensuring their alignment with University-wide policies and procedures, their coordinated and integrated delivery at the Orillia campus, and their adaptation to the context of Simcoe County.

Job Duties

- Manage the arrival, registration, and orientation of all new International Students
- Develop, organize, and implement new student orientations and peer mentor programs
- Meet with international students on a regular and individual basis to support student success and retention.
- Organize workshops, events, and programming for international students, including career and workplace skill-building, education on off-campus housing and landlord/tenant responsibilities,
- Advocate for and support international students in a variety of areas including seeking part-time and post-graduation employment opportunities in Simcoe County, health and wellness needs, faculty relationships, academic counseling, financial matters, etc.

Employment Opportunity

- Provide education on and connect students with the appropriate student service area as needed, including health and wellness, financial aid, human rights, student success, career development, language support, accessibility and accommodations, etc.
- Manage the student mobility / study abroad portfolio for Orillia, under the support of the Manager, Global Engagement and Student Mobility, and the Coordinator, Global Mobility Programs based in Thunder Bay
- Work to promote and facilitate outbound mobility opportunities for Orillia students in collaboration with the Coordinator, Global Mobility Programs based in Thunder Bay
- Manage the mobility of all students of incoming an outbound for study abroad, including increasing numbers of outbound students

Qualifications

- Post-secondary undergraduate degree/diploma in business, political science, social welfare, or related program
- 3 to 5 years of directly related experience in a College or University setting. Ideally experience includes activities with international student recruitment and/or programming, study abroad, programs, and English language programs
- Experience working with diverse populations and organizing group activities is required
- Experience working with volunteers and doing event management activities is required
- Accredited Immigration Consultant, an asset
- Experience with post secondary programs, in particular, ESL related programs, with respect to design, pedagogy and delivery

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.



Employment Opportunity

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) 343.8010 ext. 8334 or human.resources@lakeheadu.ca to make appropriate arrangements.