

Job ID: SCHII-23-50
Job Title: CELL Coordinator
Department: Community Engagement and Lifelong Learning
Campus: Orillia, ON
Status: Full-time, 6 month contract
Job Category: Non-union

Date Posted: November 22, 2023
Closing Date: November 29, 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

The Office of Community Engagement and Lifelong Learning (CELL) offers a variety of programs, courses and workshops in a variety of areas to meet the needs of Lakehead's surrounding communities. CELL is excited to offer interesting programs for all ages, as well as professional development opportunities through various mediums to reach a wide range of participants. More information on CELL can be found on the [Community Engagement and Lifelong Learning](#) page of the Lakehead University website

Reporting to the Principal, Orillia Campus, the CELL Coordinator has a broad portfolio, which requires the individual to be organized and creative with a strong eye for detail. The individual plays a key role in the planning and delivery of lifelong learning programs that engage diverse communities in Orillia and Thunder Bay. The CELL Coordinator will respond to complex inquiries from facilitators and community members regarding CELL programming. They will coordinate and facilitate the set up and implementation of programs and events, including managing Zoom links, booking room spaces, communicating with event facilitators and participants, and sharing program information with other CELL members.

Employment Opportunity

The CELL Coordinator will foster positive relationships with community organizations (including committees and local businesses), while providing on-site support for events as needed. They use their strong skills in Social Media to maintain a presence on multiple platforms and maintain the website as needed.

Qualifications

- Master's degree in Education, Social Work or a related field is an asset
- Strong computer literacy and application (knowledge of Microsoft Office, Powerpoint, Excel, social media, Google workspace), for daily use;
- Use of D2L/mycourselink with instructor/course administration roles;
- Excellent organizational skills and ability to manage competing priorities is crucial
- Exceptional interpersonal, communication, customer care, and group dynamic skills, including empathy and sensitivity to the needs of older adult learners and diverse populations;
- Excellent ability to focus in order to ensure the utmost accuracy and attention to detail, problem-solving skills, and critical thought;
- Self-Starter: must be motivated on own initiative to find tasks during periods of low volume;
- Ability to multitask and maintain focus in a fast-paced, dynamic, and busy environment;
- Knowledge of video conferencing software, specifically Zoom and Google Meets

Working Conditions

- Office 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 humanres@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