

Job ID: SCHII-24-09
Job Title: Scheduling and Exam Coordinator
Department: Enrolment Services
Campus: Thunder Bay, ON
Status: Full-time, Permanent
Job Category: Non-union

Date Posted: January 24, 2024
Closing Date: February 7, 2024

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

The Scheduling and Examination Coordinator is responsible for managing and developing the scheduling, rooming, and administration of all course sections and examinations. This position also hires, trains, and supervises temporary examination staff.

The Scheduling and Examination Coordinator requires high degree of problem-solving and works independently as well as collaboratively in a team environment. Thorough knowledge of complex relational databases is required to manage and work with Infosilem scheduling software. Excellent analytical and communication skills are required to test scenarios and document processes to provide support for complex procedures that are often technical. Strong leadership skills and a positive attitude are essential as well as demonstrated flexibility in a multi-tasking deadline driven work environment..

Job Duties

- Responsible for the creation of a conflict free academic course schedules
- Initiates, tracks and monitors the entire scheduling process, including but not limited to, the initial dissemination of information to academic units, setting of internal milestones and deadline dates, communicating any updates/changes in process, identifies and problem solves,



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etc.

- Serves as the main contact responsible for the initiation and completion of the scheduling process, including the collection of all course and course section information (e.g. request timetable data from all academic units, course offerings, sectioning requirements, instructors, space requirements, projected enrollments and delivery methods/patterns)
- Reviews and analyzes scheduling information received by departments to identify opportunities and challenges; consults and communicates as required
- Works in collaboration with the Timetable Representatives, Chairs/Directors and other stakeholders to determine course offerings, number of sections, classroom requirements, etc.
- Meets regularly with Timetable Representatives, Chairs/Directors or Deans to clarify department and program requirements and how the academic timetable can meet the needs of all academic programming
- Enters data into the software and addresses conflicts as needed

Qualifications

- Possess a bachelor's degree
- Minimum of 5 years experience managing complex systems and project management
- Supervisory/management experience
- Ability to interpret and work with policy
- Expert in timetabling software
- Advanced knowledge of Microsoft software
- High attention to detail, logical problem solving skills
- Excellent written and oral communication skills
- Ability to work in a team setting

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.

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



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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