

**Job ID:** #SCHII-23-34  
**Job Title:** Indigenous Transitions Year Program Coordinator  
**Department:** Office of Indigenous Initiatives  
**Campus:** Thunder Bay, ON  
**Status:** Full Time, Contract (18 months)  
**Job Category:** Schedule II

**Date Posted:** October 5, 2023  
**Closing Date:** October 27, 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](http://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 Indigenous Access Programs Coordinator, the Indigenous Transitions Year Program Coordinator is responsible for recruiting and supporting Indigenous students' entry into the Indigenous Transition Year Program (ITYP) and for ensuring their successful transitions to undergraduate programs at Lakehead University.

## Job Duties

The incumbent will establish collaborative relationships with specific University departments, First Nation communities and funders, Indigenous organizations, local and regional high schools, and industry partners. They will oversee the planning, delivery & evaluation of the Indigenous Transition Year Program, one of the Indigenous Access Programs offered through the Department of Indigenous Initiatives. The ITYP Coordinator will facilitate the policies, guidelines, and criteria regarding student selection, attendance, probation, and leaves of absence, track students' progress and their transition to first year university studies. They will collect data and document program strengths and weaknesses, implement improvements to program delivery, and identify professional development needs as they pertain to working with Indigenous students.

# Employment Opportunity

## Qualifications

Candidates require a Bachelor's degree in a related field. A Bachelor of Education is considered an asset, coupled with two years of related experience in Indigenous Education. A Master's degree in a related field is preferred. The incumbent is required to teach the University Transitions courses; as such, they must have a thorough knowledge of Indigenous worldviews and traditional practices, as well as a clear understanding of the public education system from high school to post-secondary, including adult education. Research skills are required to keep up to date on current issues in Indigenous education, retention & recruitment. The successful candidate will have excellent interpersonal skills, written and oral communication and be able to work in a team and independently. Demonstrated experience using Microsoft Office Suite, Gmail applications is required, as well as a valid driver's license and good driving record. The successful candidate must be comfortable with public speaking & community engagement and have a willingness to travel.

## 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 [https://docs.google.com/forms/d/e/1FAIpQLScWfX8JzNRFqVC6Vrbw-3a7c3ScGicMudcE0w\\_E05a-uwOVTw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScWfX8JzNRFqVC6Vrbw-3a7c3ScGicMudcE0w_E05a-uwOVTw/viewform?usp=sf_link) **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.**



# Employment Opportunity

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