



Employment Opportunity



Job ID: #SCHII-23-36
Job Title: Governance and Administrative Assistant to the University Secretariat
Department: Office of University Secretariat
Campus: Thunder Bay, ON
Status: Full Time, 4-month contract
Job Category: Schedule II

Date Posted: September 21, 2023
Closing Date: **Open until filled – Applications will be reviewed on September 29, 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

The Governance and Administrative Assistant will provide administrative assistance and clerical support to the members of the University Secretariat, including the University Secretary and Associate University Secretary, and will carry out a wide variety of activities with a high level of confidentiality and in an efficient, professional and courteous manner. The incumbent will also provide assistant secretarial support to various governance bodies and their committees under the supervision of other members of the University Secretariat team. A job fact sheet detailing the required duties is available in the Office of Human Resources.

Employment Opportunity

Job Duties

- Reception – greeting Governors, Senators, members of the Ogimaawin Indigenous Education Council, students, faculty, staff and visitors, provide information from walk-in traffic, phone calls, and emails in a professional, courteous and discreet manner
- Assist in supporting governance meetings, including minute taking, organization, implementation, and follow-up
- Assist in coordinating various special events;
- Prepare materials for meeting packages;
- Manage individual calendars and schedule meetings;
- Manage the collection and recording of attendance reports for staff within individual offices;
- Organize and distribute incoming and outgoing internal/external mail;
- Organize and maintain general filing systems - both electronic and paper;
- Organize and administer travel arrangements (flight/hotel, ground transportation, submissions to Concur [online travel authorization and expense approval system]) as required;
- Provide excellent customer service;
- Perform other duties as required.

Qualifications

- A two year Office Administration college diploma or university degree and/or previous office experience preferably in a higher education setting; governance support experience would be an asset;
- Advanced level computer skills, including Gmail, Google programs (Docs, Forms), and various Microsoft Office programs (Word, Excel, PowerPoint, etc.);
- Ability to work and handle all office duties in a confidential manner;
- Ability to interact in a diverse, fast-paced work environment, exercising diplomacy and discretion;
- Ability to multitask a variety of high-priority duties and work with frequent interruptions and under the pressure of changing priorities and short deadlines;
- Excellent listening and communication skills, spelling and grammar skills, both written and verbal;
- Well developed organizational, interpersonal and customer service skills;
- Excellent administrative skills including records management to ensure efficiency and effectiveness;
- Familiarity of Lakehead University policies, procedures and organizational structure would be an asset;
- 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



Employment Opportunity

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.

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