

Job ID: #SCHII-23-58
Job Title: Executive Assistant
Department: Vice-President (Research and Innovation)
Campus: Thunder Bay, ON
Status: Full Time, 12-month contract
Job Category: Schedule II

Date Posted: November 24, 2023
Closing Date: December 8, 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

Reporting to the Vice-President, Research and Innovation (VPRI), the Executive Assistant provides a broad and diverse range of assistance and support to the VPRI. The incumbent will be responsible for ensuring the VPRI is appropriately prepared to pursue the business of the Office by conducting background research and preparing supporting materials for meetings and appointments. The work of the Executive Assistant is conducted with a high degree of confidentiality and professionalism to ensure the coordination and completion of the complex administrative tasks are executed efficiently.

The incumbent will coordinate travel, manage the VPRI's schedule, prepare correspondence, and work directly with the VPRI's senior management team. Additional responsibilities include providing administrative support to the Senate Research Committee. The Executive Assistant monitors all budgets within the VPRI's portfolio to process payments, reconcile transactions, and resolve discrepancies.

Qualifications

- Post-secondary education along with a minimum of three (3) years of progressively responsible experience working in a senior executive office, preferably at a post-secondary institution.

Employment Opportunity

- Exceptional organizational skills and ability to prioritize meeting deadlines while balancing competing needs.
- Superior interpersonal and communication skills, both written and verbal, as this position involves interactions with a wide range of diverse internal and external groups.
- Exceptional computer skills including experience with presentation software (PowerPoint) and various office programs including Microsoft Office (Word, Excel, etc.) and Concur.
- Comprehensive experience providing administrative support to executives and/or committees, including agenda preparation and minute taking.
- Knowledge of governance processes, university policies and procedures, and financial regulations and policies.
- Demonstrated ability to work independently with little supervision in a demanding, high-pressure environment. Respect for a strict code of confidentiality is essential.

Working Conditions

- Office environment
- This position may require at times working after hours and on weekends based on operational needs. The ability to be flexible is desired.
- This position is based at the Thunder Bay campus location.

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.

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



Employment Opportunity