

Job ID: #SCHII-23-55
Job Title: Assistant University Secretary
Department: University Secretariat
Campus: Thunder Bay, ON
Status: Full Time, Permanent
Job Category: Schedule II

Date Posted: December 5, 2023
Closing Date: December 19, 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 University Secretary, the Associate University Secretary (AUS) will provide administrative assistance and clerical support to the members of the University Secretariat, 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. Excellent organizational and administrative skills, and the ability to work collaboratively with diverse partners is required. It is expected that the AUS will develop a strong understanding of governance principles and practices. A job fact sheet detailing the required duties is available in the Office of Human Resources.

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;

Employment Opportunity

- Provide support for governance meetings, including minute taking, organization, implementation, and follow-up;
- Coordinate various special events;
- Prepare materials for meeting packages;
- Manage individual calendars and schedule meetings;
- Manage the collection and recording of attendance reports for Secretariat staff;
- Organize and distribute incoming and outgoing internal/external mail;
- Coordinate 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;
- Capacity to interact in a diverse, fast-paced work environment, exercising diplomacy and discretion;
- Proven ability managing a variety of high-priority duties and experience while working with frequent interruptions and under the pressure of changing priorities and short deadlines;
- Excellent interpersonal communication and spelling and grammar skill;
- Exceptional administrative and organizational skills with the ability to identify and implement efficiencies;
- 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 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



Employment Opportunity

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