

**Job ID:** #SCHII-24-05  
**Job Title:** Transfer Student Admissions Officer  
**Department:** Enrolment Services – Recruitment & Admissions  
**Campus:** Thunder Bay, ON  
**Status:** Full Time, Contract (36 months)  
**Job Category:** Schedule II

**Date Posted:** January 19, 2024  
**Closing Date:** February 2, 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](https://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

As a member of Enrolment Services, the Transfer Student Admissions Officer is responsible for assisting new transfer students at the point of admission as well as for building and maintaining the ONTransfer Course Equivalency Database. Specific duties include meeting one-on-one with transfer students to discuss admissions consideration, transfer credits eligibility, and degree requirements. The successful candidate will facilitate the exchange of information on courses requiring review and in consultation with program Chairs and Directors assess course equivalency. The incumbent will also strategize on the best approach to building the database and administering the inputting of information.

## Qualifications

The incumbent has a post-secondary education with a minimum of 1-2 years of experience working in the field of admissions and specifically in the area of student mobility. With an understanding of the admissions cycle, the successful candidate has demonstrated knowledge of academic program requirements, regulations, courses and timetable offerings. A thorough understanding of credit transfer practices at Canadian post-secondary institutions is required. Excellent communication, interpersonal, and customer service skills are coupled with exceptional attention to detail and the ability to problem-

# Employment Opportunity

solve and make sound decisions. The ability to maintain confidentiality of student data records and understand the importance of the Freedom of Information and Protection of Privacy Act (FIPPA) are a must.

## 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 [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.**

**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) 343.8010 ext. 8334 or [human.resources@lakeheadu.ca](mailto:human.resources@lakeheadu.ca) to make appropriate arrangements.**