



# Employment Opportunity

<b>Job ID:</b>	<b>OR-24-05</b>
<b>Job Title:</b>	<b>Administrative &amp; Scheduling Assistant</b>
<b>Department:</b>	<b>Undergraduate Education Programs, Faculty of Education</b>
<b>Campus:</b>	<b>Orillia</b>
<b>Status:</b>	<b>Non-Union</b>
<b>Job Category:</b>	<b>12-month contract</b>
<b>Date Posted:</b>	<b>April 15th, 2024</b>
<b>Closing Date:</b>	<b>April 30th, 2024</b>

## Why Lakehead University?

At Lakehead University, we challenge the conventional to provide a university experience that's far from ordinary. Lakehead's Orillia campus is a thriving academic community in which you can make a real difference as part of our team. Your unique ideas will be respected and encouraged. Because we are small and mighty, your commitment to innovation and collaboration is essential. Lakehead Orillia is located in the heart of Ontario's Lake Country, offering year-round opportunities for recreation, culture, and heritage.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. 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.

## Position:

Reporting to the Administrative Coordinator and Chair, and an integral part of the Undergraduate Education Programs, Orillia Campus, and the Faculty of Education, the incumbent is responsible for frontline administrative responsibilities within this department. A brief outline of the responsibilities is as follows:

## Responsibilities:

Administrative and Scheduling Asstt will be the first point of contact and they will provide general guidance, program information, and support to students, staff, faculty and community members at the Heritage Place campus of Lakehead University, located in downtown Orillia, ON. Furthermore, they will provide administrative assistance including detailed course scheduling, correspondence and reports, answering and/or directing student and community inquiries. In addition, they will

1. Maintain databases with student records, enrolment and program statistics;
2. Provide administrative and scheduling support to faculty and staff;



3. Other related duties as required, including projects or tasks for other members of the UEP administrative team.

**Qualifications:**

Applicants should possess:

1. A minimum of a post-secondary education;
2. Office administration experience working in a similar capacity with outstanding interpersonal communication skills and a strong sense of professionalism and confidentiality;
3. High proficiency with computers, including Google Workspace, Zoom, and web page editing skills;
4. Excellent customer service skills, including tact and courtesy in supporting students under stress and responding to a variety of time-sensitive and high-priority, often unexpected problem-solving scenarios;
5. Exceptional attention to detail, organizational, time management and problem-solving skills;
6. Ability to multitask a variety of duties with frequent interruptions.

This position will be up to 35 hours per week, from May 2024 through April 2025, detailed schedule is to be determined, with the prospect of advancing to a permanent position the following year. Interested applicants are invited to apply by submitting a single PDF document containing a cover letter and resume to:

**[aadean.educ@lakeheadu.ca](mailto:aadean.educ@lakeheadu.ca)**

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](mailto:human.resources@lakeheadu.ca) to make appropriate arrangements