

Job ID: #COPE-24-02
Job Title: Administrative Assistant
Department: Anishinaabemowik Language Instructor's Program (ALP)
Campus: Thunder Bay, ON
Status: Part Time, Permanent
Job Category: COPE, Level 6 (Under Review) **Internal COPE members will be considered prior to external applicants.**

Date Posted: February 2, 2024
Closing Date: February 27, 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.

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

Do you have a passion for Indigenous languages and understand the importance of healing through family and community? Do you work 'from the heart'?

Reporting to the ALP Coordinator, and an integral part of Keewatinase Department of Indigenous Education (KIE) in the Faculty of Education, the incumbent is responsible for overall administrative responsibilities associated with the Anishinaabemowik Language Instructor's Program. A brief outline of the responsibilities follows. A job fact sheet detailing the required duties is available in the Office of Human Resources.

Job Duties

As first point of contact, compassionately work with Indigenous students and families to support their transition to post secondary school life;

Provide administrative assistance including correspondence and reports, answering and/or directing student and community inquiries;

Employment Opportunity

Assist with the promotion of the programs and opportunities of Anishinaabemowik;
Assist with the preparation of promotional materials, marks submissions, recommendations for the Ontario College of Teachers (OCT), surveys, and graduate records;
Maintain databases with student records, enrolment and program statistics;
Assist with the organization, scheduling, course allocation, and student support associated with summer programming;
Assist in bi-yearly feasting of language programs traditional naming and other ceremonial activities associated with the on-going management of Anishinaabemowik;
Lead the ongoing development and management of KIE social media platforms and communications;
Provide administrative and general technical support to language program faculty and staff;
Other related duties as required.

Qualifications

A minimum of a post-secondary education;
Experience working in a similar capacity with knowledge of Indigenous language and culture and/or a sensitivity towards Indigenous peoples;
Proficiency with computers, including Google Workspace, Zoom, and web page editing skills
Excellent communication, interpersonal and customer service skills, including tact and courtesy with special consideration for Indigenous community communication preferences;
Exceptional attention to detail;
Strong organizational, time management and problem-solving skills;
Ability to multitask a variety of duties with frequent interruptions;
Knowledge of educational authorities and organizations, including the Ontario College of Teachers (OCT) considered an asset.

Working Conditions

- Office environment
- This position is a combination of part-time and full-time hours: up to 17.5 hours per week during September-April, and up to 35 hours per week during May-August; flexible and subject to change based on program needs

What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan.

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.



Employment Opportunity

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 to make appropriate arrangements.