

Job ID: #COPE-24-05
Job Title: Administrative Assistant
Department: Security Services
Campus: Thunder Bay, ON
Status: Full Time, Temporary **Internal COPE members will be considered prior to external applicants.**
Job Category: COPE *Level 5

Date Posted: February 28, 2024
Closing Date: March 5, 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

Reporting to the Manager, Security Services, the position of Administrative Assistant involves a diverse range of responsibilities essential for the smooth operation of various administrative, financial, parking, and payroll functions within the department. The incumbent will have a thorough understanding of administrative procedures, financial management, parking regulations, and security services policies. The role also involves collaborating with various departments, supervisors, conference organizers, and suppliers to fulfill job responsibilities effectively.

Job Duties

- Prepare a cash report to show the sales and the distribution of money to different budget codes, e.g. fines, parking permits, and lockers. Send a copy of the cash report with Interac

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slips and deposit slips to Accounts. File another copy.

- Order office supplies. Assist in ordering permits and tickets. Send special permits to kiosks on appropriate dates.
- Prepare office forms, applications, and ensure there is an adequate supply of forms.
- Prepare cheque requisitions for parking, footwear allowance.
- Maintain administrative and financial files.
- Audit financial statements and verify office and vehicle expenses.
- Assist customers with parking concerns, refunds and general information.
- Data entry on parking program (permits, tickets). Print summary lists.
- Assist parking officers with emptying pay and display units. Correlate cash transaction to statement of sales. Check Pay and Display activities on the website.
- Collect time sheets and confirm hours with schedules. Check shift differential, holidays, and overtime. Have manager sign sheets.
- Data entry into Colleague.
- Record overtime, statutory time and vacation for full time employees. Give employees a monthly statement of this time.
- Prepare staff forms for new staff and assist with forms and time cards.
- Answer phones and assist at the counter in the office during peak periods.
- Assist in preparation of Parking Regulations booklet.
- Assist in changes on the Security Services website.

Qualifications

- Diploma or certificate in the office administration field along with 2 years job related experience
- Thorough knowledge of Colleague.
- Thorough knowledge of Lakehead University Parking Program
- Thorough knowledge of University Security Services procedures and policies
- Working knowledge of Microsoft Word and Excel.
- Customer Service training
- Thorough knowledge of Security Dispatch duties
- Office administrative experience
- Knowledge of clerical bookkeeping and payment methods

Working Conditions

- Office environment

What do We Offer?

This position offers a competitive remuneration package including salary.

How to Apply



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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) 343.8010 ext. 8334 or human.resources@lakeheadu.ca to make appropriate arrangements.