

Job ID: COPE-24-06
Job Title: Administrative Assistant
Department: Department of English
Campus: Thunder Bay, ON
Status: Full Time, Permanent
Job Category: COPE Level 7 *INTERNAL

Date Posted: March 15, 2024
Closing Date: March 21, 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.

Job Duties

- Provide administrative support to the Department Chair, Graduate Coordinator and all departmental committees and sub-committees.
- Serve as the front-line support for all English Undergraduate and Graduate Programs.
- Schedule meetings and appointments.
- Prepare agenda, record, transcribe and distribute minutes of Department meetings and special meetings as required.
- Handle and refer confidential documents (transcripts, privileged communication and website accordingly).
- Initiate Employee Information Forms for part time students and ensure appropriate signatures are obtained; provide the Dean's office with additional information as required.
- Timetable (DCU) initiation, data entry of course sections and faculty and follow through.
- Ensure instructors are attached to courses.
- Initiate calendar changes in navigator suite
- Manage communication with students concerning course changes, room changes, delivery changes, etc.

Employment Opportunity

- Assemble graduate admission files for committee review, upload and share with committee members on google drive.
- Monitor Faculty of Graduate Studies admissions software for new Graduate student applicants.
- Maintain and update department website.
- Manage department records and files, both physical and digital
- Review/respond/direct emails as necessary.
- Support and publicize department events and activities
- Prepare cheque requisitions, departmental budget transfers, on-line, purchase requisitions for processing.
- Reconcile invoices, Visa purchasing card statements, reimbursement forms.
- Produce accessible documents and provide information in alternative formats to meet AODA requirements

Qualifications

- Post-secondary education preferably in Office Administration.
- Proficiency in Microsoft Office, Adobe, Google Drive/Email, and can adapt and learn new systems and software quickly.
- Strong working knowledge of office equipment such as printer, scanner, computers (Apple or PC), telephone with voicemail.
- Excellent organizational and time management skills.
- Strong working knowledge of Ellucian (Colleague) – propriety software for budgetary reports, enrolment management reports, transcripts, class rosters, grade rosters, demographic information, room bookings, etc.; physical plant work order software.
- Working knowledge of: Navigator Suite, Lakehead University Helpdesk ticketing software, DCU scheduling software; and Faculty of Graduate Studies Program Application software.
- Attend job-related workshops and on-site training sessions, e.g. Mental Health, First Aid training, DCU and website training.
- Ability to multitask and work under tight deadlines.
- Strong communication skills: ability to communicate ideas and information clearly at various levels.
- Ability to work in a team setting and independently.
- Understanding of the multicampus nature of Lakehead University
- Familiarity and ability to maintain and update social media accounts (Facebook & Instagram).

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.

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 humanres@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.