



Employment Opportunity



Job ID: #COPE-24-20
Job Title: Administrative Assistant
Department: Faculty of Business Administration
Campus: Thunder Bay, ON
Status: Full Time, Permanent
Job Category: COPE Level 8

Date Posted: September 4, 2024
Closing Date: September 18, 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

Under general supervision, the successful candidate will report to the Dean, Faculty of Business Administration and provide administrative support to the Faculty. The following is a brief outline of the responsibilities.

Job Duties

- Provide administrative support to the Dean and Program Chairs in the Faculty of Business Administration;
- Compose, edit, and proofread correspondence, memos, minutes, and other documentation;
- Manage the Dean's calendar including scheduling meetings;
- Track attendance records for employees that report to the Dean;
- Process invoices, cheque requisitions, credit card statements, and budget transfers;
- Provide administrative support for academic matters such as appeals, academic integrity investigations, change of mark, and registration or enrolment management;

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- Maintain the departmental filing systems;
- Organize meetings and special events including booking venues etc.;
- Manage distribution of course evaluations, promotion, tenure and renewal documents and assist with the accreditation process, and undergraduate and graduate program reviews;
- Provide administrative support for faculty members, contracts lecturers, and other staff of the Faculty;
- Support faculty member appointments and contract lecturer hiring processes;
- Coordinate information and organize timetable submissions;
- Provide support to students of the Faculty programs and respond to student inquiries;
- Maintain the Faculty of Business Administration website and social media accounts;
- Other duties as required.

Qualifications

- Post-secondary education, preferably in Business or Office Administration, coupled with a minimum of three years' experience in an administrative assistant position;
- Knowledge of Lakehead University's and the Faculty of Business Administration's academic policies and procedures, programs and services would be an asset;
- Demonstrated proficiency with computers and software programs including Microsoft Office, D2L, Adobe Acrobat, Colleague/Datatel systems;
- Excellent written and oral communication skills,
- Demonstrated ability to multi task, coordinate multiple projects and tasks simultaneously and effectively with competing deadlines;
- Demonstrated ability, initiative, tact and good judgement;
- Ability to work independently with minimal supervision and collaboratively in a team environment;
- Excellent administrative skills to ensure efficiency and effectiveness;
- Demonstrated ability to multitask a variety of high priority duties and work under the pressure of deadlines;
- Demonstrated ability to work and handle all office duties and communications in a confidential and diplomatic manner;
- Ability to work efficiently and effectively in an environment subject to frequent interruptions and high volume of activity, particularly at peak times in the academic cycle;
- Aptitude for quick learning of new educational technologies and applications

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



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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 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.