

**Job ID:** SCHII-24-20  
**Job Title:** Career Services Officer - Access & Inclusion Programs  
**Department:** Student Success Centre  
**Campus:** Thunder Bay Campus  
**Status:** Full Time, Contract  
**Job Category:** Schedule II  
**Date Posted:** March 19, 2024  
**Closing Date:** April 2, 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](http://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:

As a Career Services Officer in Lakehead University's Career Services and Co-op department, you will be responsible for the development, administration, implementation and assessment of career services programming to connect talented Lakehead students with their dream jobs. In this role, the incumbent will administer special projects related to career services programming for students who are underrepresented in certain industries, or who face barriers to employment due to visible or invisible disabilities. The incumbent also will play an important role in ensuring that departmental events, services, and resources are well-communicated for all Lakehead students.

Reporting to the Director, Careers Services and Co-op, and based in our Thunder Bay campus, the Career Services Officer will develop and deliver programming responding to student interests and needs. The role also supports efforts to raise employer awareness of the strengths associated with recruiting and retaining a diverse workforce. Ultimately, the Career Services Officer will further Lakehead University's goal of equity, diversity and inclusion, as well as assisting to connect students with positive employment experiences and improved career outcomes. Come, enjoy helping others succeed.

## Job Duties:

- o Develop and deliver skill-building programming for equity-deserving groups on campus including but not limited to people who are Indigenous, Black, persons of colour, LGBTQ2S+, and persons with visible and invisible disabilities
- o Act as the departmental lead for career services programming that targets students transitioning into their first year of life at Lakehead (recruitment/conversion events, orientation, and first year programming on career services topics)
- o Coordinate communications on behalf of the Career Services team to ensure general awareness within the student body for programs and services, oversee planning, marketing and overall design of information as it relates to career services, create and revise resource materials to support career exploration and essential employability of students.
- o Work with internal colleagues on projects that support career success for all students, with a special focus on inclusive design and creation of content that fosters a sense of belonging
- o Working with various external organizations, community partners and other teams internal to Lakehead, organize, design, and implement a variety of career services events connecting students with opportunities to explore future career paths, including (not limited to): networking, panel discussions, career exploration workshops, employer information sessions, career fairs, and more

## Qualifications:

- o Post-Secondary degree in a related field
- o Career development practitioner certification, human resources certificate, evidence of prior learning in career coaching, adult education, or similar subject matter expertise is an asset.
- o Demonstrated related experience, ideally within a student-focused post-secondary environment or community employment agency
- o Knowledge of and demonstrated success with program and event planning.
- o Ability to plan and implement social and traditional marketing and communications.
- o Ability to gather and analyze information for reporting purposes.
- o Demonstrated creative skill and knowledge of educational resource development.
- o Excellent written and verbal communication skills, and interpersonal skills.
- o Advanced relationship building and group facilitation skills
- o Excellent organization, multi-tasking, and prioritization skills.
- o Ability to work well in a team or independently.
- o Passionate to build a diverse post secondary community, including all levels of management, staff, and students; and
- o Experience adopting new technologies, such as applications common to a virtual office environment, to accommodate hybrid services and events.

# Employment Opportunity

## Working Conditions:

- Office
- Office hours 8:30-4:30 with occasional evening events and workshops

## 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 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](mailto: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) 343.8334 or [human.resources@lakeheadu.ca](mailto:human.resources@lakeheadu.ca) to make appropriate arrangements**