

**Job ID:** SCHII-24-18  
**Job Title:** Office Assistant  
**Department:** Faculty of Graduate Studies  
**Campus:** Thunder Bay, ON  
**Status:** Temporary (up to 30 Aug 2024)  
**Job Category:** Part- Time  
**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

The Office Assistant is primarily responsible for providing administrative support to the Faculty of Graduate Studies Dean, Faculty and students. This position is the first point of contact for the Department and acts as a liaison between students, staff, and other University departments.

## Job Duties

- Organizing and maintaining various paper and electronic files which may involve confidential information
- Handling and preparing sensitive/confidential materials
- Organizing meetings, preparing agendas and minutes, and producing and disseminating of meeting material
- Preparing financial and administrative forms following standard University policies and procedures and will also assist with various administrative tasks within the Office of the Dean and Faculty

# Employment Opportunity

## Qualifications

- Post-secondary education in Office administration or equivalent
- Proficient with Microsoft Office suite, Colleague/ Datatel and can adapt and learn new systems and software
- Exceptional organizational, time management, interpersonal and communication skills
- Ability to multitask a variety of high-priority duties and work under pressure of deadlines
- Ability to work with minimal supervision
- Ability to work with sensitive information and handle all office duties in a confidential manner

## Working Conditions

- Office Environment
- 8:30 AM to 4:30 PM

## How to Apply

Interested applicants may apply by clicking [on this link to a 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**