

Employment Opportunity

Job ID:	OR-24-04
Job Title:	Program Coordinator
Department:	Sustainability Sciences
Campus:	Orillia
Status:	Non-Union
Job Category:	Temporary - Three Months
Date Posted:	April 9th, 2024
Closing Date:	April 25th, 2024

Why Lakehead University?

At Lakehead University, we challenge the conventional to provide a university experience that's far from ordinary. Lakehead's Orillia campus is a thriving academic community in which you can make a real difference as part of our team. Your unique ideas will be respected and encouraged. Because we are small and mighty, your commitment to innovation and collaboration is essential. Lakehead Orillia is located in the heart of Ontario's Lake Country, offering year-round opportunities for recreation, culture, and heritage.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. 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.

Position:

The SSHRC funded project called "Summer Institute on Economic Security and Local Resilience" invites applications for one Program Coordinator position within the Department of Sustainability Sciences for applicants with the following qualifications.

Qualifications

This position is open for application for those who meet the following qualifications:

- a) Currently a Masters student at Lakehead University and available to work full-time for three (3) months at the Lakehead Orillia campus
- b) Previous work experience as assistant in managing and coordinating seminars and conferences-preferred but not required
- c) Excellent communication skills, computer literacy and skills in web-based technology



d) Ability to write reports and assist in programming and coordination of research and knowledge dissemination

Job description & Responsibilities:

- 1) To facilitate program coordination and assist the Conference Chair in managing invitations for participants, guests and speakers; tabling of conference sessions; arrangement of special functions and external media and communications.
- 2) To help ensure smooth programming of the Plenary and Final Sessions and Panel Sessions for the conduct of the two-day Summer Institute.
- 3) To assist the Conference Chair with the management and update of the contents of the web-site and related documentation on and of the proceedings of the Summer Institute.
- 4) To assist in monitoring the two-day programming activities of the Summer Institute at Lakehead Orillia Campus with smooth coordination on technology support and media services; special function and conference services and distribution of Conference materials.

Note: Funding of this 3-month position is provided by the Social Science and Humanities Research Council (SSHRC) Connections Grant.

SUBMISSION OF APPLICATIONS TO:

Dr. Rosario Turvey

Acting Chair and Associate Professor, Department of Sustainability Sciences by email at rturvey@lakeheadu.ca

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 to make appropriate arrangements