

# Employment Opportunity

**Job ID:** SCHII-24-41  
**Job Title:** Recruitment Admissions Officer  
**Department:** Recruitment & Admissions  
**Campus:** Thunder Bay  
**Status:** Full-time, Permanent  
**Job Category:** Sch - II  
**Date Posted:** 7th August 2024  
**Closing Date:** 21st August 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

### Position Overview:

This role supports both the recruitment of future students and the assessment of applications received for undergraduate admissions. The ideal candidate will provide excellent admissions counselling, conduct thorough admissions assessments, and engage actively in student recruitment. The role demands extensive travel, particularly during the recruitment phase (September to early December).

### Key Responsibilities:

#### Admissions Officer:

- Advise prospective and current students on admission policies and procedures.
- Assist applicants through the application and admissions process.
- Conduct presentations on application processes, admission requirements, and post-admission steps.
- Assess and process admission decisions and transfer credit assessments for undergraduate

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levels.

- Maintain and update the university's admission and transfer credit databases.

## Undergraduate Recruitment:

- Develop and deliver dynamic presentations to promote Lakehead University's programs.
- Establish and maintain relationships with high school guidance counsellors and other educational community members.
- Participate in various recruitment activities, including school visits, career fairs, and open houses.
- Research and propose new market opportunities and recruitment strategies.

## Qualifications:

- 2 years of experience in student admissions and recruitment within a post-secondary setting.
- Thorough knowledge of higher education admission practices.
- Excellent communication, interpersonal, marketing, and public speaking skills.
- Proficiency in Word, Excel, PowerPoint, and student information systems (Working knowledge of "Colleague System" preferred).
- Valid Ontario driver's license with the willingness and ability to travel frequently.

## Working Conditions:

- Office hours but this role includes extensive travel and requires the ability to handle a high-volume, target-driven environment.
- Applicants must be capable of maintaining confidentiality and adhering to the Freedom of Information and Protection of Privacy Act.

## What do We Offer?

Apart from Salary, 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.

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**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**