

# Employment Opportunity



**Job ID:** #SCHII-24-32  
**Job Title:** Nijjii Outreach & Recruitment Coordinator  
**Department:** Nijjii Indigenous Mentorship, Outreach & Recruitment, Office of Indigenous Initiatives  
**Campus:** Thunder Bay, ON  
**Status:** Full Time/Permanent  
**Job Category:** Schedule II  
  
**Date Posted:** May 7, 2024  
**Closing Date:** July 16, 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

Reporting to the Nijjii Indigenous Mentorship Program Coordinator (Nijjii Indigenous Mentorship, Outreach & Recruitment Coordinator), the Nijjii Outreach & Recruitment Coordinator is responsible for Indigenous specific outreach and recruitment and aiding those students in the transition process from secondary into post-secondary education.

## Job Duties

The successful candidate will collaborate with the Nijjii Indigenous Mentorship Program and Lakehead University's mainstream recruitment team to plan and implement outreach and recruitment of Indigenous students. They will maintain and build relationships with regional schools, school boards, First Nation community schools and organizations, community partners, and external post-secondary recruitment associations to execute culturally appropriate student recruitment. The employee will help

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to plan and implement recruitment events, track necessary statistics for recruitment, support incoming students in the application processes, manage student tours, and provide direct support to the Nijji Program (planning, delivery, and events assistance) while raising the profile of Lakehead University.

## Qualifications

Candidates require a bachelor's degree in a related field, coupled with two years of related experience in Indigenous outreach and recruitment. The successful candidate must have direct knowledge of Indigenous worldviews, protocols, and traditional practices. They must have a thorough understanding of the public education system as well as post-secondary institutional programming and the application process. Research skills are required to keep up to date on current issues in Indigenous education, retention, and recruitment. The successful candidate must have excellent interpersonal, written, and oral communication skills and enjoy working independently as well as within a team.

Thorough experience using Microsoft Office Suite and Gmail applications are required, as well as a valid drivers license, good driving record and their own method of transportation. The successful candidate must also be comfortable with both public speaking and community engagement and be able to travel.

## Working Conditions

- Office environment
- Schools & Event Spaces

## 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**



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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