

Job ID: #SCHII-24-07
Job Title: Recruitment Officer
Department: Undergraduate Recruitment (Domestic)
Campus: Thunder Bay, ON
Status: Full Time, Permanent
Job Category: Schedule II

Date Posted: April 23, 2024
Closing Date: May 6, 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.

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

You are an enthusiastic, dynamic individual who is excited by the opportunity to join a team that attracts and recruits future domestic students to Lakehead University. You will be actively involved in recruiting and converting students by coordinating and representing Lakehead at various events, in person and virtually, such as high school visits, college fairs, community events, career fairs, and other venues across the province. As an ambassador for Lakehead, you will build and cultivate relationships with prospective students as well as maintain relationships with key influencer groups including guidance counsellors, teachers, college transfer advisors and parents. This position is based out of Thunder Bay.

You will also play a lead role in planning, organizing, scheduling, coordinating and executing a series of on- and off-campus as well as virtual recruitment events and activities in efforts to meet our enrolment goals.

Qualifications

Candidates to this position must have completed a university degree and have at least 1 to 2 years of experience in a related capacity. An outstanding communicator with demonstrated public presentation

Employment Opportunity

skills both in person and virtually, you have an excellent ability to research and build a solid understanding of the Lakehead experience and tailor key messages to a variety of different audiences in a dynamic and engaging way. You possess excellent time management, data management and organizational abilities with a strong independent work ethic. You must have a demonstrated ability to foster, develop and maintain successful working relationships with multiple audiences. Sensitivity to privacy issues and a flexible work schedule is expected for this position. A Class G drivers licence is required as the position requires provincial travel.

Working Conditions

- Office environment
- Provincial Travel

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 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) 343.8010 ext. 8334 or human.resources@lakeheadu.ca to make appropriate arrangements.