



Date: September 08, 2022

Position Title: Administrative Assistant

Position Type: Part-Time position - 6 hours/week – Flexible availability required (Three-month probation)

Employer: Lakehead University Faculty Association, 955 Oliver Road, Thunder Bay, Ontario, Canada.

Application Deadline: September 15, 2022

Position Start Date: October 01, 2022.

Reports to: President, Lakehead University Faculty Association (LUFA)

The Lakehead University Faculty Association (LUFA) represents over 400 faculty, librarian, and contract lecturer members at Lakehead University campuses in Thunder Bay, Orillia, and Barrie, Ontario, Canada. LUFA values the diversity that all university community members bring to the learning and research environment. It also encourages the exchange of ideas and expression of a variety of perspectives; however, respect for others, human dignity, and the freedom of others are essential when these views are expressed. LUFA promotes the professional interests of its members, and protects academic freedom and tenure. LUFA monitors the conditions of employment of its members and through negotiations with the Board of Governors of Lakehead University seeks to obtain and preserve adequate conditions of salary, financial security, and employment. LUFA is governed by an elected Executive Council. LUFA is a member of the Ontario Confederation of University Faculty Associations (OCUFA) and the Canadian Association of University Teachers (CAUT). Please visit <https://lufa.org/> for more information.

Position Summary:

The Administrative Assistant is directly answerable to the LUFA President (or his/her designate) and the Executive Assistant in the day-to-day operations of LUFA.

The Administrative Assistant is responsible for (but not limited to):

Management of the LUFA Office: Maintaining communication systems; Maintaining office supplies; Organizing filing systems, both computer and manual; Handling all correspondence and dealing with e-mail and mail.

Administrative/Communication: Coordinating travel arrangements for members on LUFA business; Coordinating registration/hotel requirements for conferences/workshops; Submitting travel expenses to OCUFA or CAUT for reimbursement, as required.

Membership Maintenance: Maintaining accurate membership lists; Sending out membership invitations to all new faculty, professional librarians, and emeritus; Issuing annual membership cards.

Financial Administration: Maintaining communication with the Treasurer; Developing and maintaining a computerized financial information system; Assisting the Treasurer in preparing the proposed annual budget; Preparing monthly financial statements for the Treasurer; Handling incoming invoices, verifying and processing cheques; Providing receipts for LUFA revenue where applicable, remitting deposits to the bank, and retaining appropriate backup documents; Verifying monthly payroll reports regarding deductions for membership dues; Preparing monthly payroll for the Administrative Assistant and any other persons LUFA may employ from time to time; Preparing documentation for external auditor in preparation for the annual financial review; Remitting the required payments to government agencies (e.g., Revenue Canada, WSIB); Reconciling monthly bank statement; Monitoring transfers in the investment portfolio in consultation with the Treasurer.

Other duties and responsibilities may be required by the LUFA Executive.

Qualifications

The successful candidate will have a post-secondary degree (Bachelor of Commerce in Accountancy – Preferred) with demonstrated success in providing administrative support for a member-driven union or organization, and has (not limited to):

- i. Experience in using financial software packages;
- ii. Experience in maintaining accounts payable, and receivable;
- iii. Experience in processing payroll, and remitting the required payments to Government agencies;
- iv. At least three years of recent and relevant experience in a comparable environment;
- v. Demonstrated interpersonal and problem-solving skills

Compensation

- i. Salary will be commensurate with experience and education.
- ii. Other terms and conditions will be discussed with the successful applicant.

To Apply: Applicants should submit a cover letter, and résumé by email to **Gautam Das, LUFA President @ gdas@lakeheadu.ca**. The deadline for application is **September 15, 2022**.