



## Temporary Information Officer (Excel Specialist) Bilingual

**Job Title:** Temporary Information Officer (Excel Specialist)

**Location:** Sudbury, Ontario (Hybrid or Remote)

**Duration:** 4 to 6-Month Contract

**Start Date:** As soon as possible

**About LUFA:** The Laurentian University Faculty Association (LUFA) is the certified representative body for 235 full-time and over 300 part-time professors at Laurentian University in Sudbury, Ontario. Established in 1979, LUFA has consistently advocated for the rights and interests of its members, ensuring fair wages, academic freedom, pensions, benefits, and addressing workplace challenges.

LUFA plays a crucial role in shaping the academic environment through collective bargaining, policy development, and active participation in university governance. The association is dedicated to promoting equity, diversity, and inclusion, and works tirelessly to create a supportive and fair working environment for all its members.

As an affiliate of the Canadian Association of University Teachers (CAUT) and the Ontario Confederation of University Faculty Associations (OCUFA), LUFA also engages with broader issues affecting the academic community at both provincial and national levels.

For more information about LUFA, please visit [www.lufappul.ca](http://www.lufappul.ca).

**Overview:** LUFA is inviting applications for the position of Temporary Information Officer (Excel Specialist). In this role, you will be instrumental in streamlining our association's workflow and information management. This position will work closely with our Executive Officer to organize office information efficiently and train in-house staff to maintain these processes moving forward. Experience with Mobilis software or a demonstrated ability to learn new software quickly is highly valued.

### Key Responsibilities:

- Collaborate with the Executive Officer to streamline and optimize the association's workflow and information management systems.
- Design, develop, and maintain Excel-based tools for data management, including matching, consolidation, and reporting.
- Assist with organizing and managing data within the Mobilis system, ensuring seamless integration and efficient workflows.
- Provide training to in-house staff on the new processes and tools, ensuring they can maintain and continue the streamlined workflow after the contract ends.
- Develop and document operational standards and procedures to support the ongoing efficiency of the information management systems.



- Identify areas for improvement in current data management practices and recommend actionable solutions.
- Troubleshoot and resolve any data-related issues, ensuring data accuracy and integrity.

#### **Qualifications:**

- Advanced proficiency in Microsoft Excel, including VLOOKUP, pivot tables, complex formulas, and data visualization techniques.
- Experience with Mobilis software or a strong ability to quickly learn and adapt to new software systems.
- Strong understanding of information management principles and workflow optimization.
- Excellent organizational, analytical, and project management skills.
- Ability to effectively train and support in-house staff in adopting new tools and processes.
- High level of discretion and ability to handle confidential information.
- Strong verbal and written communication skills.

#### **Preferred Qualifications:**

- Experience in information management or a similar role within a unionized or higher education setting.
- Advanced expertise in Microsoft Excel, including complex data modeling and the creation of custom dashboards.
- Familiarity with data visualization tools like PowerBI or Tableau, to complement Excel skills.
- Background in records management, data analysis, or the use of specialized software like Mobilis.
- Experience in training and supporting staff in the adoption of new tools and processes.

#### **Skills and Abilities:**

- Exceptional proficiency in Microsoft Excel for data analysis, reporting, and visualization.
- Technologically adept, with experience in software such as Mobilis and the ability to learn new systems quickly.
- Outstanding organizational skills with the ability to manage multiple priorities effectively.
- Excellent interpersonal and communication skills, with a strong focus on attention to detail.
- Proven ability to problem-solve and implement effective solutions in a dynamic work environment.
- Ability to work independently as well as collaboratively within a team.
- Demonstrated capacity to handle sensitive information with confidentiality, integrity, and discretion.

#### **Additional Information:**

- **Reports to:** Executive Director and/or their delegate(s).
- **Status:** 35 hours/week, full-time, regular, four to six-month contract.
- **Compensation:** Competitive hourly rate of CAD \$35 to \$42, with an excellent benefits package.
- **Work Arrangement:** Remote work is an option.
- **Start Date:** As soon as possible.

**What We Offer:**

- Flexible hybrid or remote work arrangement.
- The opportunity to contribute to meaningful work within a dynamic and supportive team environment.

**How to Apply:** Interested candidates should submit a resume and a cover letter outlining how your skills and experience align with the responsibilities and qualifications listed. Please send your application to [careers@lufappul.org](mailto:careers@lufappul.org) and reference the Job ID:5832-C. The posting will remain open until the position is filled. We appreciate the interest of all applicants; however, only those under consideration will be contacted for an interview.

**Employment Equity:** LUFA is committed to fostering an inclusive and diverse workplace. We welcome applications from all qualified individuals and encourage members of equity-seeking groups to apply.

LUFA is committed to providing accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for a disability during any stage of the recruitment process, please indicate this in your application.

We are an equal opportunity employer. We thank all applicants for their interest.