



Cégep Heritage College is located in Gatineau, Québec, next to the National Capital Region's Gatineau Park. It is the region's only public, tuition-free, English-language college, offering innovative and personalized instruction across 19 Career, Pre- University and Continuing Education programs in its modern, state-of-the-art facilities. Cégep Heritage College is a vibrant multicultural institution with staff serving more than 1,200 students. It delivers educational programming that fosters extraordinary student-teacher interaction, student leadership and entrepreneurship, intercultural dialogue and engagement, and high-caliber athletics.

CALL FOR CANDIDATURE

Cégep Heritage College is seeking to hire a Temporary full-time **Student Life Advisor** (replacement until June 30th, 2024 or the return of the incumbent) to join the Student Services team to help improve student life at the College.

RESPONSIBILITY

Under the direction of the Coordinator of Student Services, the main functions of the Student Life Advisor will be related to the planning, implementation, development, animation, management, and evaluation of programs of activities related to student life, particularly in one or other of the following sectors of activity: socio-cultural life, sports and outdoors. This position includes individual and group support to students.

The incumbent is involved in the organization and in implementation of the following activities, projects:

- Establishes activity programs based on the need of students, making optimum use of College and community resources.
- Working with other stakeholders at the College, set up an environment conducive to the overall development of students and provide them with intake, counsel and referral function, among others to external organizations.
- Oversees the operation and realization of the various programs and activities for students.
- Provides resource persons and students with the necessary guidance and support for student life projects.
- Contributes to the selection of avenues of intervention and action priorities as well as for the regular or annual evaluation of the achievement of objectives.
- May be called upon to manage the budget allocated by the College to their sector or sectors of activities.
- May be called upon to give advice to the College about purchasing of specialized equipment and materials.
- In the sociocultural sector, performs and supports when needed duties associated with but not limited to social and cultural activities.
- In the sports and outdoor sector, performs duties associated with but not limited to internal and external college sports, sports competitions and teams and outdoor activities, as well as the safety aspect of these activities. The incumbent is responsible for coaches, student-athletes, game day preparation, apparel, practice planning, equipment ordering, etc.
- Acts as contact person for RSEQ meetings and represents the College for any relevant event or training.
- In the community life sector, performs duties associated with but not limited to assisting students with the development and realization of activity programs in connection with the community dimension of student life.
- Coordinates and supervises the work of sector support staff under his/her responsibility.
- Hires and evaluates contract staff responsible for the project, in particular the one in charge of training in workshops or within troops or groups (coaches, Fitness Centre student employee).
- Participates in Student Services department event (ie. Award night, Graduation, Open House, Orientation day...)
- Compile data on student attendance and participation in any related events or activities relevant to their portfolio.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Schooling and Experience

- ✓ Undergraduate degree in an appropriate field of specialization (leisure, psychoeducation, education, physical education, kinesiology, recreation, cultural animation, and research, etc.).
- ✓ Must have a minimum of 2 years of relevant experience in the organization and delivery of sports and socio-cultural activities.
- ✓ Must have relevant experience in student engagement, leadership, public speaking, and event planning.

Other Requirements

- ✓ Ability to manage conflicting priorities and to deliver multiple projects under tight timelines.
- ✓ Must be bilingual in both French and English (written, spoken and comprehension).
- ✓ Must possess excellent communication, organizational and interpersonal skills.
- ✓ Ability to work in teams and collaborate with others.
- ✓ Very good knowledge of Microsoft's Office suite software, including Word, Excel and Outlook (Office 365 an asset).
- ✓ Explicit skills for remote and onsite animation activities with a diverse clientele.
- ✓ Must have excellent analytical and problem-solving skills.
- ✓ Must be diligent, dynamic, creative and detail oriented.
- ✓ Must be flexible and able to adapt quickly to different situations.
- ✓ Must have a strong work ethic and exercise discretion.
- ✓ Knowledge of the Cégep system would be an asset.

Anticipated

Start Date To be determined.

Date of Posting January 17th, 2024

Closing Date

for Applications January 28th, 2024

Salary Range

From a minimum of \$47,886 to a maximum of \$79,426 per year

Interested candidates should forward their resume and cover letter stating their motivation for applying and their understanding of this position on line on our College website in the career page at <https://www.cegep-heritage.qc.ca/about-us/careers> no later than **January 28th, 2024 at 11:45 p.m.**

Please note that only online applications will be considered. Only those candidates selected for an interview will be contacted. Candidates may be required to submit to selection tests.

Cégep Heritage College is an equal opportunity employer and encourages applications from women, Indigenous peoples, members of visible and ethnic minorities, and people with disabilities.