



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 Career, Pre-University and Continuing Education programs in its modern, state-of-the-art facilities. Cégep Heritage College is a vibrant multicultural institution with dedicated staff serving more than 1,000 students. It delivers educational programming that fosters extraordinary student-teacher interaction, student leadership and entrepreneurship, intercultural dialogue and engagement, and high-calibre athletics.

**COMPETITION NUMBER**

C25-26-PNE-04

**POSITION**

Academic Advisor

**DEPARTMENT**

Student Services

**IMMEDIATE SUPERVISOR**

Sean Scott, Director of Student Services

**PREDECESSOR**

Gavin Broomes

**TYPE OF HIRING**

Temporary Full time 1-year Replacement or until return of incumbent

**WORK SCHEDULE**

35 hours per week from Monday to Friday

Schedule to be determined

**WORK LOCATION**

325, boul. de la Cité-des-Jeunes, Gatineau QC, J8Y 6T3

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## **ROLE SUMMARY**

The Academic Advisor's primary role is to support students in their transition to college, guide them through their academic progression, and help prepare them for future post-secondary experiences.

The Academic Advisor provides guidance and information to students regarding their program and course selection, available services and options, the *Règlement des études collégiales*, and the College's evaluation policies and remain knowledgeable about admission requirements to effectively assist students with their academic journey and program progression.

## **DUTIES**

Under the supervision of the Director of Student Services, some of the specific duties of an Academic Advisor are to:

- Advise and assist students in understanding their program and progression, including diploma requirements, course selection, workload, course withdrawals and abandonments, extended graduation paths, incomplete notations, summer school, and online/commandite options.
- Advise and assist students with program changes.
- Advise and assist students in navigating college regulations, including academic accommodations, ongoing learning accommodations, academic standing and advancement, grade reviews, and teacher complaints.
- Participate in the academic appeal process under Bylaw 5.
- Advise and assist students with university planning, including admission requirements, applications, and scholarship applications.
- Refer students to additional support resources, such as career and personal counselling, Accessibility Services, financial aid, Learning Centre resources, and educational technician assistance.
- Assist students with administrative services, including transcript requests, registration confirmations, and other related tasks.
- Refer academic issues to Academic Services for follow-up, such as summer course requirements and concerns raised by students regarding teaching and evaluation practices under Policy 5.
- Participate in the development and implementation of promotional materials and activities, such as the Student Viewbook, Open House, Heritage Day, Parent Information Night, and High School Education Fairs.
- Participate in student success and perseverance activities, including Orientation, probation follow-up, the Mid-term Saver event, and the Graduation Ceremony.
- Participate in program evaluation activities.
- Participate in committees to review college, program, and departmental bylaws, policies, and related procedures.
- Perform other related duties as required.

## **MINIMUM QUALIFICATIONS REQUIRED**

- A minimum of a bachelor's degree with a specialization appropriate to the position (i.e.: Education, Counselling, Academic and Vocational Information, Psychology, etc.).
- Must be bilingual in both English and French (written, spoken and comprehension).

## **ADDITIONAL QUALIFICATIONS**

- Must possess excellent communication, organizational and interpersonal skills.\
- Must have excellent analytical and problem-solving skills.

- Must be diligent, dynamic, creative and detail oriented.
- Must be able to work independently with minimal supervision and could work as part of a team.
- Must be able to work effectively with respect to deadlines and produce accurate results.
- Must be flexible and able to adapt quickly to different situations.
- Must have a strong work ethic and exercise discretion.
- Experience related to the position will be considered an asset.
- Knowledge of the Cégep system in the context of education in Québec will be considered an asset.

## **SALARY RANGE**

55,812.00\$ - 95,643.00\$

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Interested candidates should submit their résumé, along with appropriate documentation ONLINE on our college website in the career page at <http://www.cegep-heritage.qc.ca/manitou/>.

Click on the job posting, then click on "APPLY". You will be able to create an account and upload your résumé and cover letter.

**Please note that only online applications will be considered. Only those candidates selected for an interview will be contacted.**

Candidates will be required to submit to selection tests.

## **POSTING DATES**

From 2026-03-24 00:00 to 2026-04-08 23:45

***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.***