



**Classification plan Professional staff
General and vocational College**

2023 EDITION

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NOTE

This document becomes effective on December 1, 2023

With the exclusion of the following employment groups:

Researcher: March 1, 2024

Senior Researcher: March 1, 2024

Technical Aid and Support Counsellor: March 1, 2024

Research Assistant: April 1, 2024

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INTRODUCTION

Employment Groups

An employment group is a ranking unit in the classification system used to classify a set of jobs with common characteristics in terms of the nature and complexity of the work involved, and the qualifications and skills required.

Category of Professional Jobs

For the purposes of the College job classification system, the category of professional jobs includes jobs normally requiring an undergraduate degree or in certain cases a graduate degree (master's or doctorate), with the characteristics described hereafter for the professional level job.

Definition of Professional Level Job

The characteristic duties nos. 1 to 6 do not appear as specific descriptions for each of the employment groups indicated in the following pages, but constitute a whole and form an integral part thereof. The characteristic duties nos. 7 to 9 are to be applied on a case-by-case basis when appropriate.

1. The professional is responsible for realizing objectives and implementing programs defined by the College for a specific sector of activity, in accordance with the standards fixed as to the results to be obtained, which he or she has to report on.
2. He or she has the choice of the means, methods and intervention processes to achieve the objectives and execute the programs for which he or she is responsible, taking into account the legal requirements and the administrative and educational frameworks as well as those related to research as established by the College.
3. He or she advises the executive staff and the personnel of the various departments of the College concerned by their sectors of activities. He or she makes the appropriate recommendations to the supervisory staff in order to support decision-making.
4. He or she participates in developing and updating the institutional policies and also contributes to their compliance. He or she participates in assessing needs, establishing objectives, formulating development plans as well as developing and adapting projects directly related to programs to be undertaken in his or her sectors of activities.
5. He or she ensures information monitoring in his or her sector of activity by keeping abreast of research, innovations, best practices, developments as well as technical, administrative or legislative changes related to its areas of intervention. He or she identifies and recommends avenues for development or changes to improve his or her sector of activity.

6. He or she participates in studies and other work as a member of multidisciplinary teams, and, as required, acts as a resource person and leads teams.
7. He or she supervises trainees as required.
8. He or she, as required, plans, distributes, coordinates and exercises functional supervision of the work realized by teams comprising among others, of professional, support and teaching staff, who are involved in realizing activity programs for which he or she is directly responsible. He or she ensures everything runs smoothly, reports on the operations and provides recommendations.
9. He or she may be consulted about staff evaluations in his or her department, as part of the College's institutional policy on evaluation.

Required Qualifications

The required qualifications for performing the jobs, as defined in the classification system, constitute the minimum requirements.

They are usually defined in terms of training (an undergraduate degree based on the system currently in effect at Québec universities or its equivalent recognized by a competent authority), but occasionally also in terms of legal requirements.

The training that a person requires in order to hold a professional job corresponds with the educational level, certified by a university degree, constituting the minimum level of knowledge required to properly perform the functions of this professional job.

The College is responsible for determining the field of specialization appropriate for the particular job.

Principles Regarding the Application of the System

In order for a job to be classified in a particular employment group, the tasks described by the College for the job must correspond with the nature of work and characteristic duties of this employment group.

The characteristic duties are examples of tasks to facilitate the identification of the appropriate employment group. Therefore, an employee does not have to carry out all these duties or work in all the sectors of activities described in an employment group in order that his or her job be so classified.

However, the fact that an employee occasionally performs a characteristic duty of another employment group is not sufficient to justify classification of the employee in this group, if his main regular tasks fall within the characteristic duties of his own employment group.

Moreover, the description of the employment groups do not necessarily make specific mention of all the characteristic duties or all the sectors of activities covered by the jobs in these groups. An individual College may add duties and sectors of activities related to its institutional directions and specific needs.

Content of Employment Group Description

The particular description for each employment group deals with the nature of the work specific to this group, and with the required qualifications, and comprises, for illustration purposes only, a non-exhaustive list of characteristic duties.

Performing characteristic duties of the various employment groups may involve using equipment and tools related to computer science and office automation.

List of Professional Employment Groups

- Academic Advisor
- Academic and Vocational Information Counselor
- Adapted Services Counsellor
- Administration Officer
- Analyst
- Communications Counsellor
- Counsellor in Reeducation
- Financial Management Officer
- Guidance Counsellor
- Information Science Specialist
- Material Resources Advisor
- Pedagogical Counsellor
- Psychologist
- Research Assistant
- Researcher
- Senior Researcher
- Social Service Officer
- Social Worker
- Specialized Computer Analyst
- Student Life Counsellor
- Technical Aid and Support Counsellor

ACADEMIC ADVISOR¹

Nature of Work

The job of academic advisor involves more specifically functions of advising, assisting, leading and informing students in matters pertaining to their academic path and success, perseverance and graduation. The job also involves functions of advising teaching staff and executive staff about teaching programs and the academic path and success of students.

Some Characteristic Duties

The academic advisor counsels and supports students with their program of study and their course selection. He or she plans and adjusts unusual educational paths to correspond to students' profiles, especially students with special needs. He or she informs students of the impact of any changes on the duration of their studies and, if needed, on the possibility of obtaining a general studies college diploma.

He or she analyses students' records for purposes of admission into programs of study. He or she participates in determining the admission criteria while respecting the requirements of the *College Education Regulations* (CER).

He or she analyzes student records and identifies causes or risks of failure or dropout, suggests appropriate assistance measures to students and guides them in making strategic choices to facilitate their learning process and also makes individual follow-ups. He or she reports on the reasons identified to the head of his or her department.

Her or she applies the institutional by-law on educational success with students in situations of academic failure through the signing an achievement contract and through individual follow-ups done over the course of the semester. He or she applies the penalties provided for, if applicable.

He or she organizes and leads intake activities for new students in order to facilitate their adaptation to college life.

He or she creates and develops tools to help with academic achievement and also leads training activities. He or she collaborates with the institutional committee to develop, implement and review the success plan of the College.

He or she informs students of the different policies and by-laws of the College.

He or she authorizes sponsorships and ensures course equivalency for students who wish to complete a course in another collegial institution.

He or she receives requests for course substitution or course equivalency from students, especially international students, reviews the documents provided,

¹ Employment group number: C204

validates same with the person in charge of the program or the department, and makes recommendations.

He or she receives requests from students who wish to have certain academic credits recognized and he or she provides information to students, supports them in their process and also liaises with the evaluators.

He or she analyzes academic records and makes recommendations with a view to issuing certification of studies.

He or she facilitates communication between students, teachers, and the different department or program heads. He or she may be called upon to guide students in drafting a complaint in the event of litigation.

He or she supports and listens to students and as required, refers them to the appropriate resources. He or she evaluates the impacts of a situation on a student's ability to finish his or her semester and on his or her academic path. With the consent of the student, he or she makes the necessary follow-ups.

He or she, as required, undertakes research and analyzes data regarding the academic path of students.

He or she participates in assessments, reviews and program updates. He or she gives his or her opinion on the impacts of changes to the course grid and to course prerequisites. As required, he or she informs the teaching staff and the department and program heads on the failure and dropout causes and risks related to a program and recommends certain adjustments.

He or she participates in information meetings where his or her expertise is needed.

Required Qualifications

An undergraduate degree in an appropriate field of specialization, particularly:

- Education;
- Guidance counselling.

ACADEMIC AND VOCATIONAL INFORMATION COUNSELLOR¹

Nature of Work

The job of academic and vocational information counsellor involves more specifically to provide information, advice, support and assistance to students, individually or collectively, in their choice of academic and career paths by processing, distributing and presenting information about academic programs, the job market and careers, and their requirements.

Some Characteristic Duties

The academic and vocational information counsellor advises and supports students in identifying their needs and by assisting them in developing their academic and professional paths, as well as by providing students with information regarding admission requirements and procedures, job opportunities for the different training programs while always taking into account the students' academic records, skills and interests.

He or she collaborates to the development of a guidance-oriented approach for the programs of study.

He or she analyzes the needs of students regarding academic and vocational information.

He or she plans, organizes and leads various events and activities in order to inform students about their choice of program and the job market, as well as fostering their personal growth and academic success.

He or she takes part in elaborating and implementing academic and vocational information services, adhering to the College's directions and success plan.

He or she researches, analyzes, evaluates, adapts and writes documents related to academic and vocational information for students and ensures their distribution on the College's various platforms and social media.

He or she is responsible for the organization and operation of a documentation centre about the academic, career and job market worlds. He or she makes databases and computerized directories available to students.

He or she develops and maintains professional relationships with representatives of universities, colleges, the job market and institutions involved in education and training.

¹ Employment group number: C214

Required Qualifications

An undergraduate degree in an appropriate field of specialization, particularly:

- Guidance counselling;
- Career development.

ADAPTED SERVICES COUNSELLOR¹

Nature of Work

The job of adapted services counsellor involves analysis, support, facilitation and advisory functions regarding students with disabilities as well as those with special needs requiring accommodations. The adapted services counsellor collaborates in the planning, development, implementation and evaluation of the organization and offering of services to these students, in addition to ensuring intake, referral and learning support functions.

Some Characteristic Duties

The adapted services counsellor participates in the screening of students with difficulties but who do not have a diagnosis. He or she evaluates the needs and strengths of the students who request services or who are referred to them by the teachers or other College stakeholders. He or she gathers information, meets the students individually or in groups, uses the appropriate tools and, as required, writes an assessment to refer students to a professional and specialized resource in order to obtain a diagnosis. If needed, he or she follows up with students.

He or she meets with students with disabilities or special needs and, if applicable, analyses and interprets their diagnosis report. He or she analyzes, with the students, their needs in order to establish an individual intervention plan which takes into account the accommodations offered and available which can involve different stakeholders to foster their academic success.

He or she communicates the intervention plan to the different stakeholders involved. He or she explains and trains students in the use certain of accommodations such as technological aids.

He or she assists students with disabilities or with special needs in the development of their autonomy and encourages the use of their personal resources to deal with problem situations. He or she ensures the implementation of the intervention plans, makes the necessary adjustments and determines accommodations while taking into account the legal and administrative frameworks and the College's orientations.

He or she ensures that the environment as well as the pedagogical and technological tools are adapted and suggests strategies to foster learning, perseverance and the success of students he or she assists. As required, he or she creates, develops and adapts material according to the needs and capabilities of students.

He or she prepares and updates files according to the procedures established by the College. He or she writes progress and follow-up notes of his or her interventions and assessments.

¹ Employment group number: C216

He or she assists and advises teachers in their pedagogical and relational interventions with the students concerned, explains the accommodations considered and agrees on their application. In situations where the intervention plan causes a problem, he or she identifies solutions with the teacher which comply with the legal aspects of the accommodations as well as the constraints of the institution.

As required, he or she collaborates with the other stakeholders to the development, execution, evaluation and review of the intervention plan of a student in order to coordinate the interventions of the professionals concerned.

He or she creates, organizes and leads training, awareness and information activities for students. He or she develops documentation on the accommodations to support other members of personnel.

As required, he or she helps defuse crisis or emergency situations and recommends solutions.

As required, he or she participates to the preparation of the annual operating budget for his or her sector, and follows up on the execution of the activities of his or her sector.

Required Qualifications

An undergraduate degree in an appropriate field of specialization, particularly:

- Reeducation;
- Psychoeducation;
- Social Work;
- Psychology.

ADMINISTRATION OFFICER¹

Nature of Work

The job of administration officer involves more specifically realizing day-to-day administrative programs and processes for one or more College departments.

Some Characteristic Duties

The administration officer takes part in elaborating and updating the various institutional documents. He or she drafts, develops, distributes, applies and updates administrative procedures and processes associated with the smooth running of everyday operations for one or more College departments.

He or she takes part in the identification of human and physical resources needs in his or her sector of activity. He or she makes recommendations about standards and procedures adapted to the needs identified and evaluates the outcomes.

He or she seeks and suggests solutions which are adapted to the realities of the different departments or makes general recommendations based on the laws, regulations and standards in force. He or she ensures compliance with the laws, regulations and standards in force.

He or she prepares various statistical reports, conducts studies, analyzes records, contracts, agreements and other documents and provides advice as required.

He or she prepares contracts and agreements, and supervises their application.

He or she collects or passes on various information or data to ensure the administration runs smoothly.

He or she does follow-ups on the organizational changes introduced and assesses their results.

He or she develops and maintains professional relationships with other administrative units and external organizations. He or she executes specialized and complex administrative tasks.

He or she plans, organizes and coordinates, as required, works related to the mandates entrusted to him or her by making sure the deadlines are met.

Required Qualifications

An undergraduate degree in an appropriate field of specialization, particularly administration.

¹ Employment group number: C208

ANALYST¹

Nature of Work

The job of analyst involves more specifically the analysis, development, coordination and monitoring of systems, methods and processes in connection with, among others, processing of information by computer or other means, organization and administrative operation, and communication structures, with a view to efficient use of the College's resources.

Some Characteristic Duties

The analyst evaluates needs in his or her field of activity, collects information from users and identifies potential problems. He or she designs and develops programs and makes recommendations with a view to solving identified problems.

He or she coordinates and ensures program implementation and updating, makes sure deadlines are respected and proposes the necessary corrective steps. He or she documents every step in systems development and drafts the specifications.

He or she conducts prospective and compatibility studies and, where necessary, determines ways of integrating new, user-friendly products (hardware and software) into the College's IT processes.

He or she takes part in elaborating standards and procedures for his or her sector of activity, applying them, and ensuring they are respected.

He or she organizes and leads, for the staff concerned, training and professional development sessions, and undertakes the related evaluation and follow-up.

He or she, as required, collaborates on designing, developing and updating the College's website and intranet.

He or she, as required, manages the College's computer networks.

Required Qualifications

An undergraduate degree in an appropriate field of specialization, particularly:

- Computer science;
- Management information systems;
- Computer engineering;
- Administration.

¹ Employment group number: C205

COMMUNICATIONS COUNSELLOR¹

Nature of Work

The job of communications counsellor involves more specifically taking part in the development and taking charge of the realization of communication plans and strategies to support the institutional directions and to ensure a positive image of the College as well as promoting the regional, national and international recruitment of students. The communications counsellor develops or uses various communication methods including traditional, digital and social media, according to the targeted audience.

Some Characteristic Duties

The communications counsellor advises the College regarding internal and external communication strategies.

He or she develops institutional communication plans and ensures their implementation. He or she sets up and maintains a system to update the communication guides and tools.

He or she participates in the development of the College's corporate image with various internal and external stakeholders. He or she participates in developing institutional and corporate documents such as the College's annual report.

He or she establishes communication channels with the College's various departments and directorates to stay informed about their activities and to support their promotion and communication needs. He or she develops communication plans according to the needs of the College and its targeted audiences and also develops promotional material and ensures its design, drafting and distribution. He or she evaluates the results of communication strategies and methods used.

He or she advises the executive staff and the program heads of the College on planning strategies regarding student recruitment. He or she develops and maintains professional relationships with high schools as well as organizes and coordinates various activities such as school visits and open house days. He or she develops various recruitment tools and ensures their implementation. He or she evaluates the results of the various communication methods and strategies used for recruitment and makes recommendations.

He or she collaborates on designing and developing the College's website and intranet. He or she ensures their updating and management. He or she develops communication strategies for social media and also monitors and provides content for same. He or she analyzes traffic statistics of the various sites and makes improvement recommendations.

He or she develops and maintains media contacts and when required, acts as the College's public relations representative.

¹ Employment group number: C203

He or she plans, organizes and coordinates various public relations activities and special events. He or she prepares files and press releases, drafts various texts, communiqués, speeches and other informational or promotional documents.

He or she participates in the development of an institutional strategy for international recruitment and also develops the necessary tools.

He or she plans, organizes and leads training activities for the College staff related to communications and the use of the various communication platforms. He or she develops documentation related to said trainings.

He or she writes and reviews documents relating to his or her sector of activity.

He or she participates in the preparation of the annual operating budget for his or her sector of activity and ensures a budgetary follow-up related to the execution of activities for which he or she is responsible.

He or she, as required, coordinates specialized work given to external agencies and ensures a proper follow-up.

Required Qualifications

An undergraduate degree in an appropriate field of specialization, particularly:

- Communication;
- Marketing.

COUNSELLOR IN REEDUCATION¹

Nature of Work

The job of counsellor in reeducation involves more specifically screening, evaluating and providing assistance to students experiencing or likely to experience learning disabilities as well as identifying their needs and their capabilities. The counsellor in reeducation guides students in choosing attitudes and strategies to facilitate their learning process.

Some Characteristic Duties

The counsellor in reeducation evaluates the learning disabilities of a student by gathering information from the student and from other stakeholders while always considering the different situations and by using the appropriate tools. He or she develops a reeducation intervention plan for a student and ensures its implementation. He or she analyzes and evaluates the student's progress and reviews the intervention plan as required.

He or she collaborates, as required, with other stakeholders to develop, execute, evaluate and review the intervention plan of a student in order to coordinate the interventions of the professionals concerned.

He or she suggests strategies to a student with learning disabilities and guides him or her in his or her choice of attitudes and methods to facilitate his or her learning process.

He or she creates, develops and adapts material according to the needs and capabilities of students.

He or she develops, plans, organizes and leads training activities related to his or her sector of activity.

He or she provides advice to teachers dealing with different student profiles and learning disabilities.

He or she provides advice and support to other members of personnel by suggesting strategies to deal with students with learning disabilities and by guiding them in their choice of attitudes and methods to facilitate the learning process.

He or she refers students, as required, to the appropriate internal or external resources.

He or she prepares and updates files, adhering to the rules established by the College. He or she prepares progress notes and follow-up reports on his or her interventions and assessments.

¹ Employment group number: C223

Required Qualifications

An undergraduate degree in an appropriate field of specialization, particularly enseignement en adaptation scolaire et sociale.

FINANCIAL MANAGEMENT OFFICER¹

Nature of Work

The job of financial management officer involves more specifically realizing the College's financial activities and assisting the personnel of various departments with financial management.

Some Characteristic Duties

The financial management officer designs, analyzes, evaluates and applies professional techniques associated with accounting, financial and statistical operations according to the rules in force.

He or she analyzes revenue and expenditure items and receives and analyzes budget requests.

He or she elaborates, improves, updates and applies standards and procedures for his or her own sector. He or she performs the necessary projections for determining operating costs, monitors accounting operations, oversees the budget and reports on same.

He or she prepares and supervises accounting entries. He or she verifies the compliance of accounting operations. He or she ensures that accounts payable and accounts receivable are verified, and takes any appropriate measures required.

He or she designs, develops and updates working methods and tools for budget planning or monitoring, for the staff concerned.

He or she takes part in the preparation of financial statements.

He or she takes part, as required, in developing and updating financial management computer programs.

He or she, as required, coordinates operations, particularly the payroll service.

He or she is responsible for the preparation of documents, particularly those necessary for accountability purposes and ensures that the prescribed deadlines are met.

He or she prepares analyses and reconciliations of accounts, particularly those necessary for an external audit.

Required Qualifications

An undergraduate degree in an appropriate field of specialization, particularly:

- Business administration;
- Accounting.

¹ Employment group number: C202

GUIDANCE COUNSELLOR¹

Nature of Work

The job of guidance counsellor involves more specifically functions of advising, assisting and evaluating the psychological functioning, the personal resources and the environment in which students evolve. The guidance counsellor intervenes regarding vocational identity as well as develops and maintains active adaptation strategies in order to enable the making of personal and professional choices.

Some Characteristic Duties

The guidance counsellor develops and implements the objectives of the guidance service, taking into account the success plan of the College and the needs of students regarding career guidance.

He or she evaluates a student's psychological functioning, personal resources and the environment in which the student evolves in and determines an intervention plan enabling the student to develop his or her capacity to make personal and professional choices and to establish academic and career projects while taking into account his or her capabilities.

He or she helps students evolve with regards to problematic aspects related to identity and personal development with special attention given to elements of an academic and professional nature.

He or she intervenes so that students confronted with choices affecting their lives, more particularly regarding their academic and work projects, maintain active adaptation strategies to facilitate the realization of their academic project as well as their school-to-work transition.

He or she counsels students on their course of studies, the admission procedures and the existing job openings for the various training programs.

He or she ensures the updating of files according to the standards of its profession and of the College. He or she prepares progress notes and follow-up reports on his or her interventions and assessments.

He or she, as required, organizes and executes activities such as seminars, career days and visits from organization and university representatives.

He or she creates, organizes and leads workshops particularly for interview preparation and admission tests for programs of study.

He or she participates in the development and execution of activities fostering academic success and graduation, and the personal growth of students.

He or she evaluates the counseling activities carried out.

¹ Employment group number: C220

He or she collaborates with other stakeholders to the development, implementation, evaluation and review of intervention plans for students with special needs in order to coordinate interventions with the professionals concerned.

He or she acts as a resource person to develop a guidance-oriented approach for the programs of study. He or she suggests activities and, as required, can organize and lead same.

He or she researches, analyzes and, as required, produces and updates different documents for students related to programs of study and the job market.

He or she establishes and maintains professional relationships with different stakeholders, institutions and companies involved in school and vocational counselling.

He or she, as required, ensures the supervision of trainees in guidance counselling.

He or she is responsible, as required, for the organization and functioning of a documentation centre about the academic, career and job market worlds and, if applicable, makes databases and computerized directories available to students.

Required Qualifications

Hold the guidance counsellor's permit issued by the Ordre des conseillers et conseillères d'orientation du Québec.

INFORMATION SCIENCE SPECIALIST¹

Nature of Work

The position of information science specialist involves, in particular, providing advice, support and training as well as leading activities for the staff and students in view of the integration and use of documentary resources, and communication and information technologies. The information science specialist develops, organizes, plans, coordinates and evaluates activities related to information and documentary resources, including those necessary for teaching, studies and research.

Some Characteristic Duties

The information science specialist is responsible for the overall operation of a library, documentation service, archives department, etc.

He or she analyzes the needs of the sector, does research, evaluates and provides advice regarding activities and services, the use of documentary resources collections, the new tools to search for information, the information systems and databases required to support learning, teaching, and research at the library or documentation centre, archives department, etc.

He or she supports the development of students' informational competencies in higher learning by creating and leading group training activities as part of the programs of study on topics related to its mandate such as the acquisition of research abilities, the legal and ethical use of sources of information and the analysis of the pertinence of sources of information.

In accordance with the rules and standards of library science and well as the institutional policies in force, and in support of the objectives of the different research and teaching programs, he or she is responsible for the management of the documentary resources collections, particularly digital and printed books, periodicals, databases, as well as audiovisual material and documents.

He or she provides advice and guidance to personnel on the legal and ethical use of documentary resources and on the management of research data.

He or she develops and updates training capsules, research tools, user guides, reference indexes and other documents related to his or her sector of activity.

He or she plans, coordinates and leads activities and events at the library or document centre in order to make them vibrant environments forming an integral part of college life, particularly by promoting culture and literary works.

He or she collaborates to the development, drafting, evaluation and review of the work plans and assessments as well as the rules and procedures related to information science.

¹ Employment group number: C235

He or she collaborates to the budget estimates for the acquisition and development of the documentary collections, ensures follow-ups and reports on same.

He or she collaborates on the implementation, administration and update of the various computerized management systems related to his or her sector of activity and supervises their use.

He or she provides advice to College management on the development, promotion, or reorganization of the library or documentation centre.

Required Qualifications

A graduate degree in:

- Information science;
- Archival science.

MATERIAL RESOURCES ADVISOR¹

Nature of Work

The position of material resources advisor involves, in particular, project management including construction, conservation and layout, as well as analysis, planning, design, evaluation, development, execution, monitoring, advising and research functions related to the moveable and immoveable portfolio (buildings, lands and installations) of the College, including the planning and programming sectors, energy management, space management, security and emergency measures, and sustainable development.

Some Characteristic Duties

The material resources advisor analyzes the needs regarding construction, asset maintenance, transformation and rebuilding. He or she collaborates to the moveable and immoveable planning and programming.

He or she meets with the stakeholders in order to clearly understand their objectives and needs related to projects for which he or she is responsible. He or she collaborates to the conceptualization of projects, analyzes issues, does the necessary research and finds solutions. He or she submits the appropriate recommendations to the bodies concerned.

He or she identifies the risks and constraints and establishes a contingency plan.

He or she evaluates the costs, deadlines, human, contractual and material resources necessary for the execution of projects. He or she consults with the operations team during the development phase of a project regarding the standards in force and other institutional standards and, if applicable, follows up with the team during the execution phase and also ensures the transfer of information and documents of the projects executed by the operations team.

He or she evaluates and analyzes recommendations related to the technical components to be specified in the plans and specifications while taking into account the standards in force and, if applicable, the institutional standards and other criteria such as quality, reliability, security, operating and maintenance costs. He or she coordinates logistics with the operations teams prior to the execution of a project.

He or she participates to the preparation of the work statements and the tendering process. He or she may be called upon to provide information on the contractual regulations of the establishment and on the enforcement of the laws and regulations in his or her projects. As required, he or she collaborates in the analysis of bids, issues recommendations and participates in the selection of contractors.

He or she supervises construction work on any land, building or installation, ensures the quality of the work, as well as compliance with the plans and specifications, the

¹ Employment group number: C234

health and safety standards, the schedule, the budget, the maintenance program, and the regulations in force.

He or she represents the College when required in dealings with partner firms, ministries and external organizations. He or she produces the necessary documents as needed.

He or she coordinates the activities of the contractual resources and liaises between the different stakeholders. He or she leads or participates in worksite meetings as required.

He or she coordinates operations to be executed by the departments involved in the works, and if applicable, the work of the personnel in his or her sector.

He or she exercises an administrative and financial control over the projects for which he or she is responsible.

He or she creates and develops preventive maintenance programs for the College's systems, buildings and installations. He or she inspects and evaluates the condition of the equipment and infrastructures, recommends the necessary repairs, suggests solutions and makes the necessary follow-ups regarding maintenance projects.

He or she gathers data and provides all necessary information for accountability purposes as well as for the development of procedures, guidelines, tools and monitoring protocols, and the execution and inspection of the works. He or she ensures the enforcement of the different standards and regulations in force, including sustainable development.

He or she participates to the development of an investment plan, evaluates and classifies the works required and makes the appropriate recommendations in order to support decision-making.

He or she ensures the filing, archiving and updating of all documents related to the property portfolio.

Required Qualifications

An undergraduate degree in an appropriate field of specialization, particularly:

- Architecture;
- Engineering.

PEDAGOGICAL COUNSELLOR¹

Nature of Work

The job of pedagogical counsellor involves more specifically functions of advising, leading, providing information, as well as development, support and feedback to the teaching staff, the executive staff and other stakeholders at the College. The functions can be carried out regarding the management cycle of programs of study, academic achievement, educational methods, the nature and procedures of evaluations, communication and information technologies (CIT), quality assurance, business services, and recognition of prior learning and acquired competencies as well as research and innovation.

Some Characteristic Duties

The pedagogical counsellor collaborates in the realization of the College's strategic plan. He or she takes part in the preparation, implementation and evaluation of the success plan, with respect to the College's directions and policies.

He or she contributes to the teaching staff having a great understanding of the objectives of the institutional strategic plan, including those of the success plan. He or she contributes to the elaboration, implementation and evaluation of the measures to help with academic achievement.

He or she participates in the works of program committees including the coordination and development of each phase of the management cycle of programs as well as in the technopedagogical aspects.

During the ministerial development or review of a program, he or she assists the teaching staff in grasping the program's objectives and standards. In collaboration with the different resources, he or she develops a program book as well as framework plans or institutional descriptions. He or she assists the teaching staff during program implantation and follow-up. He or she drafts the assessment in collaboration with the other stakeholders.

During the program evaluation, he or she ensures the formulation of the evaluation guidelines. He or she develops tools to collect data for the evaluation and proceeds to gather same. In collaboration with the teaching staff, he or she analyzes the data, prepares recommendations, develops an action plan and writes the evaluation report. He or she executes follow-ups regarding the evaluation of the programs of study.

He or she verifies that the syllabuses are correct.

He or she participates in activities related to quality assurance, including collecting data, writing reports for the audit and contributing to the follow-up of recommendations.

¹ Employment group number: C219

He or she plays a leading and assistance role in andragogical and pedagogical matters, if applicable, including docimology, taxonomy and digital pedagogy for the teaching staff. As such, he or she does pedagogical or applied research.

He or she provides advice to the different resources regarding the creation, production, choice and use of teaching methods, techniques and material and, as required, on equipment and adaptation of premises.

He or she supports the development of research within the College. As required, he or she assists the professional and teaching staff with their funding applications and in writing their funding requests. He or she provides said staff with advice regarding the different steps for developing research projects and ensures follow-ups. He or she participates to the works of the ethics research committee, collaborates to the drafting of the annual report regarding the committee's activities and, as required, coordinates the works of the committee and leads meetings.

He or she plans development programs, evaluates the results and ensures follow-ups. He or she organizes and leads pedagogical days. He or she creates and leads development activities and, as required, credited trainings with the staff.

He or she collaborates in adapting programs of study by inserting work-study programs (WSP). He or she participates in coordinating industry WSP internships and provides support to the teaching staff. He or she develops and maintains partnerships to ensure the recruitment of WSP internships which meet the required criteria. He or she also promotes WSP with students. He or she provides information and advice to employers. He or she also supervises students by visiting internship settings.

As required, he or she represents the College and also collaborates with various partners for the execution of projects.

As required, he or she coordinates, creates, develops and leads activities, programs and student and teacher projects of an international nature. He or she participates in the internationalization of programs of study in order to develop the intercultural skills of students.

While not exclusive to the continuing education sector, the following duties are more specific to it:

He or she contacts businesses and organizations and participates in activities in order to identify their needs. He or she designs, plans, organizes and commercializes an offer of attestation of collegial studies (AEC), programs to recognize prior learning and acquired competencies (RPLAC), customized training or consulting services which meet the needs for workforce development and also corresponds to the College's strategic planning.

He or she ensures professional support for activities related to community service including the coordination and organization of activities offered to the public such as conferences.

In collaboration with different stakeholders, he or she develops new AECs by analyzing their relevance and work situations and by doing follow-ups on the ministerial processes for program acceptance. He or she oversees the evaluation and review processes of the AECs in order for them to meet the evolving needs of the job market.

He or she makes recommendations to the College on the eligibility criteria of adult students during the development of a new AEC.

He or she establishes the eligibility of students who submit an application for a program and recommends the issuance of an attestation or diploma, if applicable.

He or she takes part in preparing and realizing promotion and recruitment activities organized by the continuing education department.

He or she ensures the quality of the college education for each AEC for which he or she is responsible.

He or she organizes and leads the teaching staff meetings for each AEC for which he or she is responsible.

He or she ensures the quality and pedagogical harmonization and the interdisciplinary cohesiveness of the AECs for which he or she is responsible.

He or she organizes, as required, the grade review committee meeting, participates in the meeting and writes the decision report.

He or she ensures that a continuing education teacher experiencing difficulties receives assistance.

He or she follows up on the various requests received from adult students.

He or she chooses the internship settings and takes on the organization of the credited internships.

He or she ensures a follow-up of the AECs, customized training or consulting services for which he or she is responsible including human, material and budgetary resources to guarantee a minimum profit.

He or she provides intake, information and referral services for candidates seeking recognition of prior learning and competencies (RPLC) and coordinates the evaluation process with the disciplinary content specialists and plans any missing customized training. He or she does regular follow-ups with the candidates.

He or she provides educational support to disciplinary content specialists responsible for RPLAC customized training and also provides advice regarding the choice of recognition conditions and the different evaluation methods.

He or she develops and optimizes the orchestration for the RPLAC, including evaluation tools while always being compliant with ministerial requirements and best practices.

He or she identifies opportunities for new markets and, as required, promotes products and services offered by its department, including participating in activities taking place in business and job fairs, symposiums and seminars.

He or she evaluates the costs of training or consulting services. He or she ensures the profitability of the contracts that he or she negotiates or finds sources of funding, including grants from government programs. He or she collaborates in establishing a budget and makes the necessary follow-ups.

While not exclusive to the communication and information technologies sector, the following duties are more specific to it:

He or she participates in the identification and development of educational applications for communication and information technologies (CIT) which foster learning and the success of students, particularly by managing tools and technopedagogical platforms facilitating the creation of learning modules and collaborative environments.

He or she maps the different profile levels of digital competencies of the personnel in order to put in place a targeted training plan for the needs identified. He or she develops trainings, educational guides, online tutorials, video clips or other teaching material to support the development of technopedagogical skills of the college community.

He or she provides advice and supports the teaching staff in their choice of tools, technologies, softwares and technopedagogical applications to be used for the roll-out of remote, hybrid, synchronous and asynchronous education. He or she plans for the execution of remote education projects, evaluates the development costs and ensures a follow-up with all the different departments involved to harmonize the production of the different education projects. He or she also supports teachers in their choice and use of educational strategies to foster learning and academic success in a remote education context. He or she develops educational material as required. He or she provides advice to teachers regarding remote education evaluations.

Required Qualifications

An undergraduate degree in an appropriate field of specialization, particularly education.

PSYCHOLOGIST¹

Nature of Work

The job of psychologist involves more specifically functions of clinician as well as intake, evaluation, referral, promotion, prevention, leading and counselling functions in connection with the mental health of students and their personal and academic development. The psychologist evaluates the psychological and mental functioning of students and can provide a diagnosis. He or she determines and carries out interventions in order to foster psychological health and restore the mental health of students in interaction with their environment and to support them in their educational path and in their personal and social development.

Some Characteristic Duties

The psychologist intervenes with students experiencing emotional, behavioral, psychosocial, learning and mental health difficulties. He or she supports students in identifying these difficulties and exploring changes that could be made. He or she assists students in using their own resources to cope with a problematic situation in order to realize their full potential in family, personal, emotional, social and academic situations.

He or she evaluates the psychological state of students in order to determine their functioning profile. He or she develops and uses the standardized recognized tools, conducts interviews and makes observations, if necessary. He or she analyzes and interprets the observations and data collected.

He or she makes recommendations and develops treatment and intervention plans. He or she conducts the appropriate clinical consultations for the problems identified according to the rules and procedures of the College. He or she evaluates the results and the efficiency of the intervention and makes the appropriate follow-ups.

As required, he or she refers students to other organizations and resources in the health and social services network or to community-based resources. He or she writes expert or evaluation reports in order to correctly refer students and, if necessary, ensures the continuity of services while waiting for care from external resources.

He or she collaborates with other resources to develop, carry-out, evaluate and review the intervention plan of students in order to coordinate the interventions by the professionals concerned.

Collaborating with the other stakeholders concerned, and as part of the College's success plan, he or she evaluates the needs and plans, develops, implements and, as required, leads activities and programs related to the prevention and promotion of psychological health to foster the personal growth and academic achievement of students. He or she also evaluates and reports on same and also makes the necessary updates.

¹ Employment group number: C222

He or she provides advice to help the staff and management to gain a fuller understanding of the functional and relational aspects of students.

He or she prepares, and updates records according to the standards of their profession and the College's by-laws. He or she prepares progress notes and follow-up reports on his or her interventions and assessments.

He or she intervenes with students in psychological distress to defuse crises or emergency situations. He or she suggests different avenues to stabilize the situation. He or she contributes to the development and application of emergency protocols, more particularly in crisis intervention and postvention.

He or she develops and maintain professional relationships with representatives of the health and social services network and other partner organizations.

He or she ensures, as required, the clinical supervision of trainees in psychotherapy.

He or she may be called upon to contribute to the development and maintenance of a College psychological and support network.

Required Qualifications

Membership in the Ordre des psychologues du Québec.

RESEARCH ASSISTANT¹²

Nature of Work

The job of a research assistant of a College Centre for the Transfer of Technologies (CCTT), of a college research unit or research chair is mainly to support and assist a researcher or senior researcher. As such, the job of a research assistant involves, more particularly, to participate in the execution of the various research activities according to the mandates given and the orientations of a research project. The research assistant participates in the development process, the collection of data and the experiments related to research projects he or she takes part in and which require expertise.

Some Characteristic Duties

The research assistant reviews literature, analyses the documentation and identifies pertinent references for the research project.

He or she collaborates to sampling and the development of processes and tools for data collection or to execute research and has them approved by the person in charge of the project. As required, he or she improves, adapts and updates already existing methods. He or she collects quantitative or qualitative data using the appropriate methods.

Working with the research team, he or she compiles data and collaborates to the analysis and interpretation of said data.

He or she collaborates with the research personnel to elaborate and implement experiments related to the research objectives.

He or she helps prepare grant or funding applications for the implementation of a research project.

He or she participates in drafting various types of communications as well as in designing and developing tools to facilitate the transfer of knowledge. He or she drafts reports as required.

He or she participates in organizing and leading meetings to present the research project findings, as required.

He or she guides interns or college and university students, as required.

Required Qualifications

An undergraduate degree in an appropriate specialty.

¹ Employment group number: C239

² Date of entry into force: April 1, 2024

RESEARCHER¹²

Nature of Work

The job of researcher involves more particularly functions related to the development and execution of research projects, social and technological innovations, training, dissemination of information and knowledge transfer.

Some Characteristic Duties

The researcher participates in the identification and evaluation of clients and partners' needs and defines the research subjects, if applicable. He or she drafts or participates in the drafting of proposals and project specifications according to the clients' needs and also takes parts in the assessment of costs, the development of a work plan, the use of resources, in finding sources of funding to cover the anticipated expenditures and also conducts budget monitoring for the research projects he or she participates in.

He or she does scouting, canvassing and analyzes opportunities related to new research projects and new grant programs. Whether alone or in collaboration with others, he or she formulates and drafts grant or funding applications for the implementation of research projects which meet the terms of reference of funders and which contribute to the financing of research projects.

He or she acts as a resource person with management regarding the choice of equipment to purchase. He or she participates in writing technical specifications during the purchasing process of specialized equipment. He or she participates, according to the College rules in force, to the tendering process for purchase requests necessary for research projects.

He or she designs and develops new models, approaches, processes, methods and techniques. He or she develops or refines systems, models or experimental equipment as well as tools to help with reflective thinking, decision-making and innovation.

He or she executes the necessary steps to carry out research projects. In the event of a problem, he or she analyzes the situation and determines the appropriate solutions.

He or she plans, executes, coordinates and ensures the implementation of test plans, tests, scale-ups and analytical tasks. Regarding the social sphere, he or she defines and implements strategies to recruit participants.

He or she develops research instruments which allow data collection and also executes pretests. He or she determines the sampling method. He or she executes, coordinates and ensures the collection and analysis of data and validates their capture while also confirming the thoroughness of the scientific process. He or she interprets the findings, draws conclusions and formulates recommendations. He or

¹ Employment group number: C236

² Date of entry into force: March 1, 2024

she communicates the findings to the partners and, as required, monitors their implementation.

He or she acts as a resource person for the professional, teaching and support staff, as well as for students and trainees concerned by the research projects mandated to him or her.

He or she participates in the development, monitoring and updating of quality control policies, programs and procedures.

He or she ensures compliance with procedures, protocols and practices that apply to the various research projects. He or she abides by the research protocol as well as the copyright rules and ethical principles.

He or she oversees client billing and the compliance of proposals and specifications within the prescribed delays.

He or she plans and coordinates, as required, the work of the professional and support staff and of the trainees involved in the research projects for which he or she is responsible.

He or she writes technical reports and participates in the writing of scientific papers. He or she sees to the popularization and dissemination of research project findings he or she obtained. He or she creates and develops adapted and practical tools to facilitate knowledge transfer and to promote the best practices in his or her area of expertise.

He or she presents research project findings during training activities or seminars.

He or she contributes to the transfer of knowledge stemming from research projects to teaching activities.

He or she participates in the transfer of knowledge stemming from research projects, to clients' employees through follow-up meetings, workshops, training or demonstrations.

He or she participates in networking and outreach activities. He or she can represent the College within certain committees.

Required Qualifications

An undergraduate degree in an appropriate specialty.

SENIOR RESEARCHER¹²

Nature of Work

The job of senior researcher involves more particularly scientific and intellectual leadership functions as well as the planning, organizing, coordinating and budget monitoring related to the execution of research projects, technological and social innovations, training and the dissemination of information.

Some Characteristic Duties

The senior researcher identifies and evaluates the needs of clients and sector partners and defines the research subjects, if applicable. He or she deals with potential clients and drafts, validates and authorizes the proposals and project specifications according to the clients' needs. He or she assesses costs, establishes a work plan and the use of resources, finds sources of funding to cover the anticipated expenditures and also conducts budget monitoring. He or she supervises the preparation of pertinent documents for a research project for which he or she is responsible, signs the documents and submits them to the manager in charge for approval.

He or she does scouting, canvassing and analyzes opportunities related to new research projects and new grant programs. Whether alone or in collaboration with others, he or she formulates and drafts grant or funding applications for the implementation of research projects which meet the terms of reference of funders and which ensure the financing of said research projects.

He or she designs, develops and determines new research protocols, models, approaches, processes, advanced scientific methods as well as analysis techniques.

He or she develops test plans, tests, scale-ups and analytical tasks and supervises the implementation of same.

As required, he or she develops, installs and refines experimental systems or equipment.

He or she sees to the proper functioning of a research project and carries out the necessary activities for the execution of same.

As required, he or she develops research instruments which allow for data collection, executes pretests and determines the sampling method.

He or she supervises the collection and analysis of data and validates their capture while ensuring the thoroughness of the scientific process. He or she interprets the findings, draws conclusions and formulates recommendations according to the

¹ Employment group number: C237

² Date of entry into force: March 1, 2024

findings obtained. He or she communicates the findings and recommendations to the partners and stakeholders and, as required, monitors their implementation.

He or she coordinates, plans and supervises the activities of one or several research project teams for which he or she is responsible and which are composed of teachers, professionals, support staff members, students and trainees.

He or she develops, monitors and updates quality control politics, programs and procedures. He or she makes recommendations regarding the enforcement of the applicable rules, politics and procedures.

He or she ensures compliance with the procedures, protocols and practices which apply to the various research projects. He or she abides by the research protocol as well as the copyright rules and ethical principles.

He or she reports to the supervising manager, client, partner or funding organization regarding work progress as well as research project assessments.

He or she executes an administrative control over the research projects for which he or she is responsible or contributes to same. He or she oversees client billing and the compliance of proposals and specifications within the prescribed delays.

He or she writes technical specifications for the purchasing process of specialized equipment. He or she supervises or participates, according to the College rules in force, to the tendering process for purchase requests necessary for the research projects mandated to him or her.

He or she designs and develops new models, approaches, processes, methods, techniques and instruments. As required, he or she develops or refines tools to help with reflective thinking and decision-making.

He or she sees to the popularization and dissemination of findings of the research projects he or she conducted. He or she also promotes the findings with the various partners and target audiences. He or she writes technical reports, scientific papers or knowledge transfer documents or corrects and supervises the writing of same. When possible, he or she publishes scientific articles in peer-reviewed journals and presents his or her work to the scientific community.

He or she presents research project findings during training activities or seminars. He or she prepares and makes presentations to various audiences. He or she organizes or participates in the organization of conferences, scientific seminars or association seminars at the local, national and international level.

He or she acts as a resource person for the professional, teaching and support staff, as well as for students and trainees concerned by the research project.

He or she contributes to the transfer of knowledge stemming from research projects to teaching activities.

He or she ensures the transfer of knowledge to clients' employees through follow-up meetings, workshops, training or demonstrations.

He or she participates in networking and outreach activities.

As a representative of the College, he or she sits on various scientific and advisory committees, governing councils and peer review panels.

Required Qualifications

A graduate degree in an appropriate specialty.

SOCIAL SERVICE OFFICER¹

Nature of Work

The job of social service officer involves, in particular, being responsible for prevention, promotion, screening, support and intervention activities with students experiencing or likely to experience emotional, family, social or academic problems with the objective of fostering a student's optimal development and restoring his or her social functioning to promote his or her academic success.

Some Characteristic Duties

The social service officer contributes to the screening and identification of students experiencing problems, using an approach focusing on prevention and intervention. He or she plans and conducts interviews, gathers pertinent information from students and other stakeholders and participates in analyzing data and in determining the nature of the problem.

He or she collaborates, as required, with other college stakeholders to develop, carry out and review a student's intervention plan in order to coordinate the interventions of the professionals concerned.

He or she provides advice and support to teachers and other resources to better meet a student's needs to ensure that the student continues his or her studies and achieves academic success.

He or she conducts individual counselling sessions with students. He or she may refer students to the appropriate resources and work with representatives of the health and social services network as well as other partner organizations in his or her area of intervention.

He or she participates in the development, promotion and leading of screening, awareness-building and prevention programs on topics related to problems experienced by students.

He or she, as required, helps defuse crisis or emergency situations and recommends solutions.

He or she prepares and updates files according to the rules established by the College. He or she prepares progress notes and follow-up reports on his or her interventions and assessments.

Required Qualifications

An undergraduate degree in an appropriate specialty, particularly social work.

¹ Employment group number:C233

SOCIAL WORKER¹ **(or social service officer)**

Nature of Work

The job of social worker more specifically involves prevention, promotion, screening, the evaluation of social functioning, as well as the establishment and implementation of an intervention for students who are experiencing or likely to experience emotional, social, academic or family problems with the objective of fostering a student's optimal development and restoring his or her social functioning to promote his or her academic success.

Some Characteristic Duties

Using an individual or group approach, the social worker sets up activities designed to ensure that students maximize their potential, particularly in their personal, family and social life.

He or she evaluates students experiencing problems of a social, family, personal or academic nature by studying and reviewing information gathered through questionnaires, interviews, consultations and other appropriate assessment tools such as standardized tests.

He or she evaluates the social functioning and the adaptive capabilities of students more particularly those suffering from a mental or neuropsychological disorder confirmed by a diagnosis or by an assessment made by a qualified professional. He or she determines and develops an intervention plan and ensures its implementation. He or she evaluates the results and the effectiveness of the intervention.

He or she collaborates with other college stakeholders to develop, execute, evaluate and review a student's individualized education plan in order to coordinate the interventions of the professionals concerned.

He or she takes part in the elaboration, promotion and leadership of screening, awareness and prevention programs focusing on issues actually encountered, particularly dropping out, violence and suicide.

He or she receives and analyzes the requests for assistance submitted to him or her, seeks and applies the appropriate solutions, and in some cases, refers students to the appropriate resources and collaborates, as required, with representatives of other partner organizations.

He or she provides advice and support to teachers and other college stakeholders. He or she also writes expert reports.

¹ Employment group number: C231

He or she prepares and updates records, adhering to the standards of his or her profession and the College's by-laws. He or she prepares progress notes and follow-up reports on his or her interventions and assessments.

He or she intervenes with students to defuse crisis or emergency situations, and suggest avenues for resolving them.

He or she ensures the clinical supervision of trainees in social work, as required.

Required Qualifications

Membership in the Ordre professionnel des travailleurs sociaux et des thérapeutes conjugaux et sociaux du Québec.

SPECIALIZED COMPUTER ANALYST¹

Nature of Work

The job of specialized computer analyst involves, in particular, the coordination and management of projects, the monitoring of analysis activities, and the implementation and evolution of operational support for projects related to computer resources across several sectors of the College. The specialized computer analyst acts as an expert in his or her area of specialization, including computer systems management, infrastructure architecture, artificial intelligence, business processes, quality and compliance or information security.

Some Characteristic Duties

The specialized computer analyst is responsible for requests regarding program evaluations and/or complex projects assigned to him or her and as such, he or she:

- Meets with clients, analyzes their needs and provides advice regarding the technological solutions available and the associated costs, if applicable;
- Provides, as required, assistance to business units regarding the preparation of requests;
- Executes, according to the established guidelines, the preliminary and detailed analyses of requests;
- Adds all necessary information in order to position a request;
- Conceptualizes the business needs and develops a process, if required;
- Gives feedback to the business units as the request process moves forward.

He or she identifies the anticipated needs in order to maintain the development capacity of the network and its departments. He or she ensures the maintenance and the improvement of informational resources.

He or she evaluates the global performance of informational resources and recommends, as required, the restructuring of existing configurations. He or she suggests new solutions.

He or she participates in the development and the implementation of informational resources projects, including trials and proofs of concept as required.

He or she evaluates the necessary human, financial, material and informational resources.

He or she works closely with various internal and external stakeholders.

¹ Employment group number: C210

He or she plans the execution of solutions.

He or she ensures quality control, including documenting the execution plans for new integrations or changes to existing integrations.

He or she develops a work plan and ensures a follow-up during the execution of the work in collaboration with the stakeholders. He or she updates the different work plans according to the progress of the work, the stakes of the project as well as the follow-ups which could interfere with the objectives of the project.

He or she is responsible for the administration, roll-out, control, tasks sequencing, monitoring, optimization, security and updating of complex systems.

He or she creates and develops the required documentation to ensure the use of informational resources by the College. He or she participates in drafting the end-of-project assessments and coordinates user training.

He or she provides advice for evaluations or studies related to evolution works of informational resources to be acquired or used by the College.

He or she develops or updates procedures while complying with the different standards.

Required Qualifications

An undergraduate degree in an appropriate field of specialization for the position, particularly computer science or computer engineering;

As well as a specialization certification delivered by a recognized and competent authority in the field of informational resources.

STUDENT LIFE COUNSELLOR¹

Nature of Work

The job of student life counsellor involves more specifically functions of planning, implementing, developing, coordinating, supervising, leading, promoting, managing budgets and evaluating activity programs and events associated with student life and relating to the institutional directions, strategic plan and success plan of the College particularly in the following sectors: sociocultural life, sports and outdoor activities, community life and economic life.

Some Characteristic Duties

The student life counsellor, using various consultation methods, identifies and evaluates the College community's activity needs from the standpoint of the overall development of students. He or she creates, plans, develops and ensures the roll-out, execution and leading of activity programs and events, making optimum use of College and community resources.

He or she identifies the necessary resources, participates in the hiring and supervising of resource persons involved in the projects, activities and events for which he or she is responsible.

He or she does budgetary follow-ups for the budget allocated by the College to his or her sector of activity. He or she plans funding activities and drafts grant requests in order to support the roll-out of projects, activities, trips and events under his or her responsibility.

He or she evaluates the needs for material resources and for adapting the premises of his or her sector of activity. As required, he or she provides advice to the College regarding the purchase of equipment and specialized material, and also does procurement planning.

Working with other stakeholders at the College and as required, he or she sets up an environment, activities and measures likely to improve the perseverance and success of students.

He or she provides intake, support and advice to students and, as required, refers them to internal resources or external organizations. With the consent of students, he or she collaborates with College personnel in order to ensure the necessary follow-ups.

He or she oversees the operation and realization of the programs and activities likely to improve student integration, particularly ethnic groups, international students and people with disabilities.

He or she contributes to the selection of avenues of intervention and action priorities related to the College's strategic plan as well as for the regular or annual evaluation

¹ Employment group number: C263

of the achievement of objectives. He or she evaluates the completed projects, activities or events. He or she makes an assessment and writes an accompanying report which includes recommendations for his or her sector of activity.

He or she represents the College in dealings with committees, partners, associations and local, regional and national organizations. He or she participates in meetings and networking activities in order to develop partnerships in his or her sector of activity. He or she contributes to the promotion and visibility of student life at the College by promoting and presenting student achievements in his or her sector of activity.

He or she perform duties associated with but not limited to activities in the following sectors:

- Sociocultural life: particularly the planning, implementation and development of social, cultural and scientific activities at a local, interregional or international level.
- Sports and outdoor activities: particularly the planning, the implementation of internal and external competitions and activities while ensuring the security of said activities. He or she oversees the development of sports teams and guides sports athlete students. He or she organizes activities to promote a healthy lifestyle.
- Community life: particularly the planning, implementation and development of programs, activities and events pertaining to the community aspect of student life. He or she is responsible for projects related to entrepreneurship and student commitment, and he or she participates in the social integration of international students.
- Economic life: providing assistance to students by making an individual counselling service available for anything related to financial aid government programs and other scholarships, budget planning, emergency fund, transport and lodging. He or she develops, organizes and leads group workshops on any topic related to his or her sector of activity.

Required Qualifications

An undergraduate degree in an appropriate field of specialization, particularly:

- Physical education;
- Recreation;
- Cultural animation and research;
- Kinesiology.

TECHNICAL AID AND SUPPORT COUNSELLOR¹²

Nature of the Work

The job of technical aid and support counsellor of a College Centre for the Transfer of Technologies (CCTT), college research unit or research chair involves more particularly functions of counselling, technological and social innovations, development, leading, training, assessment of problem resolution for the execution of technical aid and support projects as well as the transfer of knowledge.

Some Characteristic Duties

The technical aid and support counsellor ensures and coordinates the transfer of knowledge and as such, he or she identifies the needs for dissemination and forwards to clients the expertise and know-how of the College Centre for the Transfer of Technologies (CCTT), the college research unit or research chair to promote the best practices in his or her area of specialization.

He or she explores and takes steps with clients to identify and evaluate their issues and their needs for technical help and for transfer support regarding innovations and training. He or she explores the innovation or research opportunities that correspond to the expertise of the CCTT, the college research unit or research chair and develops new services to be offered.

He or she suggests means, work and problem resolution methods, management tools and possible solutions which meets the research challenges and the needs of the client. He or she drafts business plans. As required, he or she analyzes and assesses the feasibility and the opportunity of a project using studies or preliminary consultations.

He or she prepares proposals after having determined the needs in question, makes a diagnostic and identifies the necessary human and material resources. He or she assesses costs, establishes a work plan and the use of resources, finds sources of funding to cover the anticipated expenditures and also conducts budget monitoring.

He or she ensures that the execution of client projects is compliant with the regulatory framework, standards, ethical principles and the laws in force. As such, he or she holds follow-up meetings, conducts site visits, provides advice, delivers opinions and recommendations regarding the enforcement of the applicable rules and procedures and writes interim reports as well as end-of-phase assessments and evaluations. When a situation requires it, he or she analyzes specific issues, prepares a customized recovery plan for the client and ensures a proper follow-up.

He or she ensures the transfer of knowledge stemming from the technical aid and support projects to clients' employees through team meetings, workshops, training or demonstrations.

¹ Employment group number: C238

² Date of entry into force: March 1, 2024

He or she designs and develops methods, experimental plans and analysis techniques.

He or she ensures the execution of technical aid and support projects.

He or she conducts studies and feasibility analyses, etc.

He or she collaborates with the research team to analyze and interpret the research data.

He or she develops, installs and refines systems, experimental equipment or measuring instruments.

He or she develops, monitors and updates quality control programs.

He or she writes technical specifications for the purchasing process of specialized equipment. He or she supervises or participates, according to the College rules in force, to the tendering process for purchase requests necessary for research projects mandated to him or her.

He or she executes an administrative control over the projects for which he or she is responsible. He or she also oversees client billing and the compliance of proposals under his or her responsibility within the prescribed delays.

He or she reports on the progress of projects to the manager in charge.

He or she contributes to the promotion of a positive image of the CCTT, the college research unit or research chair through writing professional papers, participating in networking activities with companies, associations and sectorial groups, thematic conferences, information days, website and popularization articles. He or she presents the findings of the technical aid projects during training activities or seminars. He or she organizes or participates in the organization of conferences, scientific seminars or association seminars at the local, national and international level. He or she can represent the College on different committees.

He or she develops tools, guides and standardized procedures to promote the best practices in his or her area of expertise. He or she also ensures the presentation and demonstration of said tools and guides.

He or she contributes, as an expert in a particular field, to the transfer of knowledge for technical aid and support projects during teaching activities. He or she acts as resource person for the teaching personnel as well as for students. He or she is called to act as a trainer.

Required Qualifications

An undergraduate degree in an appropriate field of specialization.

APPENDIX “A” - ACCELERATED PAY INCREMENT

I. PRINCIPLES

1. Accelerated pay increment may be accorded, for two possible reasons:
 - Exceptional performance;
 - Additional studies.
2. Accelerated pay increment for exceptional performance denotes acknowledgement by the College that during the period since the last evaluation, the professional has accomplished performance deserving recognition as regards the exceptional effort involved and the results achieved.
3. Accelerated pay increment is possible, among others, when a professional has completed an extra year of education at a recognized institution in addition to the degree required for their employment group.

II. PROCEDURE

1. The procedure for obtaining accelerated pay increment is established by the College.
2. Accelerated pay increment takes effect on the date of the professional's pay increment.
3. The College notifies the professional in writing of their accelerated pay increment.
4. Barring exceptional circumstances, accelerated pay increment is not granted retroactively. Moreover, accelerated pay increment is only granted if the enabling elements are known about prior to the pay increment date.
5. The salary increase resulting from accelerated pay increment takes effect at the date of the professional's pay increment.