



DIRECTOR - STUDENT SERVICES

The mission of Champlain College is to foster the individual success of its students and their development as well-rounded, responsible and informed citizens of the world.

Do you believe that a strong community is key to student success? So do we, and we're looking for an inspiring, forward-looking Director of Student Services. Reporting to the Director of the Constituent College, the incumbent will manage all programs, activities, services and resources for the entire service.

Join a college where educational success and relationships go hand in hand. If you want to encourage students to belong, to stimulate their commitment and to see to their development, we want to hear from you!

Position type: Regular full-time

Schedule: 35 hours per week, Monday to Friday

Workplace: 900 Riverside Street, Saint-Lambert, Quebec

JOB DESCRIPTION

As Director of Student Services, the incumbent will lead a team of eighteen (18) employees, focusing on the development of both the College and the department.

The main services provided by the Student Services Department are as follows:

- Socio-cultural, leisure and sports activities;
- Career counselling;
- Health and psychosocial services;
- Prevention of sexual violence;
- Adapted services;
- Support services and initiatives for aboriginal students;
- Student financial aide;
- Sustainable development;
- Crisis management.

The person in this position will work closely with members of the Student Services team, the Academic Services and other members of the Campus management team to meet the objectives of the strategic plan. She/he will play a key role in all aspects of student life and will be actively involved in the student success plan.

She/he will be called upon to represent the College with the student association, and to manage various agreements with external partners in the health, social and sports services sectors, the local school board and others.

Finally, the incumbent will play an important role in the College's management team, implementing strategies to maximize the quality of services offered to students and the community.

MAIN RESPONSIBILITIES

More specifically, the incumbent will assume the following responsibilities, among others:

- Ensure the management and development of programs, activities and services for students in the areas of health, mental health support services, financial aid, orientation, sports, adapted services, aboriginal support services and student life;
- Contribute to setting the direction and implementing the strategic development plan and student success plan of Champlain College Saint-Lambert;
- Define the annual action plan for Student Services, manage its implementation, evaluate the results and submit an annual report to management.
- Sit on the College's Management Committee and provide advice and recommendations on student services;
- Develop, implement and oversee the application of student regulations, policies, procedures and guidelines (Student Code of Conduct, VACS policy, Harassment policy, PASME Student Mental Health Action Plan and Crisis Management Plan);
- Manage student complaints and other problematic situations involving students;
- Ensure the planning of required human resources to be approved by the College Director and manages the personnel under his/her responsibility;
- Under the authority of the Director of the Constituent College, manage the budget and seek new sources of funding for Student Services,
- Represent his or her department on internal College committees, and also represent the College in dealings with external organizations such as the Fédération des Cégeps, the Ministère de l'Enseignement supérieur and other community partners;
- Represent the College with the student association and student groups;
- Represent the College to Aboriginal communities and organizations;
- Ensure the organization of activities and events, such as new student orientation, student recognition and sports galas, and the College's annual graduation ceremony;
- Assumes any other responsibilities related to the Student Services department.

PROFILE OF THE PERSON WE'RE LOOKING FOR

The person we're looking for is recognized for his or her creativity, inspiring and mobilizing leadership, strategic vision and ability to work as part of a team.

She/he is also recognized for the ability to understand and manage interpersonal relationships, and demonstrating flexibility in finding solutions to challenges and situations encountered.

He/she is a good listener, empathetic and understanding the challenges of academic success and demonstrating leadership and an approach based on consultation and collaboration.

The person we're looking for is versatile, rigorous and focused on continuous improvement.

This person is capable of managing several files simultaneously, and has a well-developed sense of organization and priority management.

REQUIREMENTS

- University degree in an appropriate field of study;
 - Ideally, a graduate degree in an appropriate discipline;
 - At least five (5) years' relevant experience, preferably at college level;
 - Solid experience with students;
 - Management experience;
 - Excellent oral and written communication skills in both French and English;
 - Availability to work evenings and weekends where required.
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WORKING CONDITIONS

In accordance with the provisions of the “*Règlement déterminant les conditions de travail des cadres des cégeps*” and the College’s Policy for management personnel, the candidate will benefit from the following:

- Annual salary between \$84,987 and \$119,980 (salary scale under revision) (executive position, class 8);
 - Six (6) weeks vacation (after one year of service) and one additional day per year of service, up to a maximum of seven (7) weeks;
 - Thirteen (13) statutory holidays;
 - Pension plan for management personnel (RRPE) and group insurance program;
 - Access to EAP and telemedicine services;
 - Skills development program for management personnel.
 - Access to fitness center.
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RECEIPT OF APPLICATIONS

Please send your resume and cover letter electronically to : selectioncommittee@crcmail.net
We also invite you to consult the career section of our website by clicking on the following link:

[Career - Champlain Regional College](#)

N.B. Candidates will be required to undergo selection tests. If accommodation is required, please let us know. Only candidates selected for an interview will be contacted. Champlain College Saint-Lambert is an equal opportunity employer and invites applicants to self-identify as a member of a group covered by the Act respecting equal access to employment in public bodies.

Champlain College Saint-Lambert recruits on the basis of merit and is firmly committed to equity, diversity and inclusion within its community. We welcome applications from racialized persons/members of visible minorities, women, aboriginal peoples, persons with disabilities, ethnic minorities and persons of minority sexual orientations and gender identities, as well as all qualified candidates with the skills and knowledge to engage productively with diverse communities.

START DATE :	As soon as possible
DATE OF POSTING :	May 9, 2025
CLOSING DATE OF POSTING :	May 22, 2025