



## **DIRECTOR OF CONSTITUENT COLLEGE – Champlain College Lennoxville**

Champlain Regional College is looking for a person with the ambition and the necessary competencies and skills to lead and manage the constituent college, Champlain College Lennoxville.

The Director of Constituent College serves as the chief academic, student services, and administrative officer of the college, sees to the implementation of the provisions governing the college, and also exercises the functions and powers as delegated by the Board of Governors and reports to the Director General of the regional college.

### **Main responsibilities**

The Director of Constituent College, in compliance with the development priorities of the regional college, is responsible for all study programs and activities, services and resources related to the teaching in the constituent college. To this end, the Director of Constituent College directs the services that encompass these fields of activities. They are also responsible for overseeing the activities related to student affairs.

In line with the administrative management of the constituent college, the Director of Constituent College is responsible for overseeing all activities arising from the management of human, financial, and material resources of the constituent college and this, in accordance with the policies and regulations adopted by the regional college.

### **Specific responsibilities**

1. Ensure a healthy organizational leadership;
2. Maintain the quality of services offered to the student population ensuring an adequate response to their needs while adapting to new realities (technological, environmental and others) and thus providing a quality educational environment;
3. Encourage the support of the academic personnel for teaching practices focused on innovation, such as an innovative approach in the organization of teaching, the articulation of study programs with other programs and other levels of education, as well as research;
4. Collaborate with the Director General and the other members of the Senior Management Committee in the development and achievement of college-wide goals, strategies, and objectives, as well as those of the constituent college;
5. Apply the resolutions of the Governing Board, which are within its purview;
6. Represent the college in meetings of Directors of Studies and in all instances where the college is required to be represented by its Director of Studies;
7. Represent the college in the region(s) it serves, in shared communication and collaboration with the Director General;



### **Specific responsibilities** (continued)

8. Is responsible and accountable for all aspects of the general administration and the management of the personnel of the constituent college within the structure of the regional college, including:
  - Material services management (maintenance of facilities, safety, and preparation of long-term plans for movable and immovable assets)
  - Financial services management (budget allocation in conformity with the *Régime budgétaire et financier*, internal control, financial result, and, when necessary, recovery plans)
  - Human resources management (labor relations including the application of collective agreements and classification plans, staffing, training, and development)
  - Information resource services management (application of laws and regulations related to information governance and the sustainability and security of information and technological assets);
9. Ensure cooperation with the regional college, notably on matters affecting finance, material resources, information technology and human resources;
10. Identify the development goals of the constituent college to be integrated into the regional college strategic plan;
11. Ensure the development and implementation of the College's Student Success Plan to be integrated into the regional college strategic plan;
12. Respect legal obligations relating to the files and archives of the regional college and;
13. Perform any other duties which may be assigned by the Director General.

### **Profile of the Director of Constituent College**

Through their educational commitment, the person sought is capable of a long-term vision and places the student at the heart of the organization's priorities. The incumbent demonstrates sound judgment as well as a great capacity for listening and empathy. This person ensures a certain quality of presence within the college community, daily. Having demonstrated communication skills, this person has solid management experience and demonstrates unifying leadership focused on teamwork and sharing a human vision of the organization. The incumbent demonstrates their ability to understand and resolve complex management and relationship problems in the context of change. They also demonstrate an ability to make decisions, delegate, and recognize everyone's contribution. The person sought is recognized for their open-mindedness, transparency, creativity, and innovative ideas. They have a particular interest in research and educational development. This person knows how to implement strategies and concerted actions focused on the perseverance and success of students. Finally, they must have demonstrated political skills and a good understanding of the internal and external issues of a college. This person will need to be active within the community.



## Academic and experiential requirements

- University graduate degree in administration or education, or present a combination of training and experience deemed equivalent;
- Minimum experience of five (5) years in a management position in a post-secondary educational establishment;
- In-depth knowledge of the college education environment, experience in teaching at the postsecondary level is an asset;
- Mastery of French and English, oral and written.

## Salary conditions

In accordance with the *Règlement déterminant certaines conditions de travail des hors cadres des collèges d'enseignement général et professionnel*, in addition to a range of benefits, the salary is established at a minimum of \$112,680 to a maximum of \$150,236.

In accordance with Article 66 of the Colleges Act, the Director of Constituent College is appointed for the duration of a mandate adopted by resolution of the Board of Governors.

## Date of commencement

April 2025

## Applications

Please send your curriculum vitae and cover letter to: [selectioncommittee@crcmail.net](mailto:selectioncommittee@crcmail.net)

*N.B. Candidates will be required to submit to selection tests. Only candidates selected for an interview will be contacted. Champlain Regional College is an Equal Opportunity Employer and invites candidates to identify themselves as members of a group covered by the Act Respecting Equal Access to Employment in Public Bodies*

**Date of posting:**  
**Closing date of posting:**

Thursday, February 27, 2025  
Sunday, March 16, 2025