

Working together for human leadership



Dean of Academic Organization and Registrar

Location: Québec (Sainte-Foy)

Department: Academic Organization and Registrar

Immediate superior: the Director of the Constituent College and Director of Studies

Status: Regular – Full-time

Salary scale: According to the provisions of the *Règlement déterminant les conditions de travail des cadres des cégeps* for a Class 8, between 103,121 and 137,492.

Posting period: June 25, 2026, to July 8, 2026.

Anticipated starting date: August 3, 2026

Schedule: 35 hours per week, Monday to Friday

A college driven by human leadership

Located in the heart of a vibrant academic community in Quebec City, CEGEP Champlain St. Lawrence is a forward-thinking college dedicated to cultivating innovation, critical thinking, and creativity in its leaders. We are proud to foster a diverse and inclusive community, reflecting a wide range of backgrounds and perspectives. As an equal opportunity employer focused on "Working Together for Human Leadership", we actively seek to enrich our team with individuals who are committed to our mission and who will contribute to our collaborative environment. Join us in shaping the future leaders of an institution where every voice is valued and every contribution counts.

The impact of your contribution

The Dean of Academic Organization and Registrar is a key leader at the College, shaping students' academic experience and supporting Champlain College's mission. This dynamic role combines strategic leadership with operational excellence, overseeing academic services, systems, and records while ensuring the integrity and efficiency of academic processes. As the College's registrar, the Dean collaborates with a wide range of stakeholders to deliver high-quality, student-centred services and drive continuous improvement across the organization.

What you'll conquer every day

In this role, in addition to exercising management functions (planning, organization, management, control and evaluation) for academic services and the registrar's office, the incumbent will be responsible for the following areas of activity:

- Coordinate all operations and processes related to academic services, the registrar's office and workload allocation;
- Coordinate the forecasting of student population and sections;
- Review and approve course distribution done by departments;
- Provide leadership and motivate staff members under their responsibility, fostering a collaborative work environment that supports their professional development, encourages well-being at work, and contributes to the prevention and reduction of psychosocial risks;
- Ensure the confidentiality of student records and the application of the Act respecting access to documents held by public bodies and the protection of personal information;
- Ensure the necessary administrative actions are taken following ministerial audits;
- Ensure the production of reports and statistics inherent in the service;
- Responsible for the pedagogical management system as well as the interactive modules of Omnivox applications;
- Manage the user rights of the pedagogical management system and Omnivox applications;
- Establish the process and oversee the deployment of the required actions related to the archiving of institutional documents for the service;
- Regularly evaluate the various activities of the service with the aim of improving the processes and making corrections if necessary;
- Represent the campus at organized events, actively participate in one or more of the existing campus committees and at provincial events relevant to the position;
- Foster strong, collaborative relationships with the other managers, the departments, and the unions;
- Ensure the application of government laws, regulations, and policies, as well as College regulations and policies.

What makes you the one

Education

- Undergraduate university degree in administration or in a relevant field of specialization. OR
- The equivalent in years of education in an appropriate field of specialization with five (5) years of relevant experience as a manager.

Experience

- Relevant experience consisting of management responsibilities and / or supervisory responsibilities. OR

- Experience in registration, admissions, student records, and / or assignment of the assignment.

Requirements

- Strong communication skills in French and English, both oral and written;
- Established capacity to analyse quantitative data, financial information, and good knowledge of the budget process;
- Computer skills, particularly with computerized educational management systems;
- Have demonstrated professionalism, discretion and respect for confidentiality in the management of all files;
- Proficiency in the use of the Microsoft Office suite;
- Knowledge of the college network and the Regulation respecting the college education system (RREC) (an asset).

Competencies

- Attention to detail;
- Proven success in planning and identifying priorities;
- Strong ability to analyze and resolve problems;
- Excellent communication skills;
- Demonstrated leadership;
- Ability to build interpersonal relationships and teamwork.

What makes us a great place to work

Join a college where team spirit, open communication, and collaboration are at the heart of everything we do! Here's what you can look forward to as part of our team:

- Foster a collaborative culture where ideas are shared freely, teamwork is celebrated, and collective efforts drive common goals;
- Immerse yourself in dynamic, multifaceted roles where no two days are the same, embracing variety and creativity in your tasks;
- Receive a competitive salary package that reflects your skills and expertise;
- Enjoy a supportive culture that prioritizes your well-being, with flexible working hours and comprehensive leave policies;
- Access a comprehensive benefits package, including group insurance and a pension plan to secure your future;
- Take advantage of on-site facilities such as a bistro, healthcare station, fitness room, and library, designed to enhance your comfort and well-being;
- Participate in team sports, instructor-led physical activities, and cultural events that foster a vibrant, healthy community spirit.

Explore more perks and benefits here: <https://slc.qc.ca/about-us/careers>

This is your chance to contribute to the future of our college: apply today and become a key player in human leadership.

Comments

Champlain Regional College is an equal opportunity employer and invites candidates to signify their belonging to groups targeted by the Act respecting equal access to employment in public bodies.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

If you are applying from a mobile device (smartphone, tablet), you will receive an acknowledgment email inviting you to attach your CV in order for your application to be considered.

Please submit your curriculum vitae and cover letter to: selectioncommittee@crcmail.net