



JOB POSTING

Department of Corporate Affairs and Communications

Champlain Regional College is seeking a highly motivated and innovative **DIRECTOR OF CORPORATE AFFAIRS AND COMMUNICATIONS** to work on a full-time, permanent basis at the administrative services of Champlain Regional College.

THE POSITION

Under the authority of the Director General of Champlain Regional College, the incumbent is responsible for the College's corporate affairs, communications, and institutional development. This includes the implementation of best practices in strategic management within a dynamic multi-campus structure, document management, as well as the administration of the College's policies and regulations.

MAIN RESPONSABILITIES

Institutional Development

- Acts as a strategic advisor to the Director General and campus directors on matters falling within their scope of responsibilities;
- Participates in the development of the strategic plan and the annual institutional action plan in collaboration with other departments
- Assumes, at the request of the Director General, certain responsibilities relating to institutional development files;
- Responsible for preparing the College's Annual Report.

Communications

- Develops and implements communication and public relations strategies and plans to ensure the College's visibility. Acts as an advisor to the Director General and campus directors
- Promotes and cultivates the College's brand image and expands its internal and external outreach;
- Conducts strategic monitoring in connection with the College's reputation and develops a marketing plan to support the strategic plan and strengthen the brand;
- Integrates all functions and activities surrounding institutional development, particularly regarding the implementation of strategy, performance and results management mechanisms, integrated risk management, quality assurance, and the formalization of operational planning within the College's decision-making hub.

Corporate Affairs

- Helps define and structure the functions related to corporate affairs and general secretariat in alignment with the operational model of Champlain Regional College;
- Oversees the process of drafting and reviewing College by-laws, directives, policies, and procedures, and ensures concerned parties are consulted;
- Oversees the communication and implementation of the College's regulations and policies;
- Acts as a strategic advisor to managers and the executive committee on governance-related matters;
- Plans, organizes, directs, and oversees all activities related to the College's information management

services;

- Ensures document access integrity and the protection of personal information in accordance with the *Act respecting Access to documents held by public bodies and the Protection of personal information*;
- Ensures the development, maintenance, and enforcement of the College's classification plan and retention schedule;
- Oversees ethics and integrity management in the field of research.

IDEAL CANDIDATE PROFILE

- Very people-oriented, the ideal candidate demonstrates excellent interpersonal skills, strong listening abilities, autonomy, and a strong sense of ethics. They align with the mission, vision, and values of Champlain Regional College, and contribute to strategic directions and objectives through collaborative leadership;
- The ideal candidate is known for their thoroughness, integrity, and respect for confidentiality;
- They possess strong analytical and synthesis skills in management, which will directly support the development of the College's decision-making hub;
- They demonstrate excellent interpersonal abilities and a strong ethical compass.
- Highly autonomous – the ideal candidate is capable of quickly taking charge of the various functions under their responsibility and thereby advancing the institution's development;
- They are skilled at developing and mobilizing the managers under their leadership;
- They are attentive to workplace climate and work easily in collaboration with all stakeholders of Champlain Regional College.

REQUIREMENTS

- Graduate degree at the Master's or Doctorate level in management or in a relevant field;
- Excellent spoken and written proficiency in both French and English;
- A minimum of ten years of relevant experience in a leadership role within the college or university network;

BENEFITS

At Champlain Regional College, we believe that work-life balance is important, and we offer competitive benefits to support and retain our employees:

- Exceptional work environment;
- Six (6) weeks of vacation (after one year);
- Personal and statutory holidays;
- Competitive pension plan;
- Insurance programs;
- Short- and long-term disability coverage;
- Possibility of combining on-site and remote work;
- Professional development opportunities;
- Free parking.

Champlain Regional College is an equal opportunity employer and encourages candidates to self-identify if they belong to a group targeted by the Act respecting equal access to employment in public bodies.

START DATE As soon as possible

POSTING DATE **Thursday, July 03, 2025**

APPLICATION DEADLINE Friday, July 11 at 11h59 p.m.

SALARY According to the standards established by the Ministère de l'Enseignement supérieur (MES) for management personnel, Class 9, ranging from \$106,427 to \$141,898 per year.

IN ACCORDANCE WITH COLLEGE POLICY, THIS CONSTITUTES THE OFFICIAL NOTICE THAT THE ABOVE-MENTIONED POSITION IS NOW OPEN.

Please send your résumé and cover letter to:
selectioncommittee@crcmail.net

Note: Only those selected for an interview will be contacted. Candidates may be required to complete selection tests.

The interviews will happen between the 14th and the 18th of July.