



INFORMATION AND DOCUMENT MANAGEMENT OFFICER (GID)

We are seeking an Information and Document Management Officer (IMDM) who can help support the College's mission and objectives. This position is located at 1301 Portland Blvd., Sherbrooke, Quebec.

THE POSITION

Reporting to the Assistant Director of Corporate Affairs and Communications, the selected candidate will perform the following duties:

MAIN RESPONSIBILITIES

- Communicate changes related to information and document management to the individuals concerned;
- Inform and train staff regarding archival procedures, from document creation through permanent archiving or destruction;
- Ensure required documentation and follow-ups internally and with Bibliothèque et Archives Nationales du Québec (BAAnQ);
- Assist in document searches for the General Directorate and the Corporate Affairs Directorate;
- Establish and maintain a database for document archiving and retrieval for Champlain Regional College;
- Produce informational guides to help staff better understand the importance of the retention schedule and facilitate the adoption of new practices;
- Support access-to-information requests in accordance with legal and organizational requirements;
- Collaborate in the implementation of the processes and policies required to ensure organizational compliance with Law 25 regarding the protection of personal information;
- Participate in conducting Privacy Impact Assessments (PIAs) to ensure sound data management and security practice;
- Contribute to ensuring the application of governance measures and mechanisms for the protection of personal information, including awareness activities for relevant stakeholders;
- Collaborate with various departments to ensure compliant, secure, and efficient management of organizational information;
- Ensure follow-up on all requests addressed to the Corporate Affairs and Communications Directorate, including those from government or ministerial authorities, the Fédération des cégeps, the internal community, external partners, etc.;
- Perform any other related duties within the scope of the position as required.

SKILLS REQUIRED

- Strong attention to detail and accuracy;
- Autonomy and intellectual curiosity;
- Ability to meet deadlines;
- Strong interpersonal and communication skills;
- Proficiency with integrated management systems;
- Intermediate-level proficiency in Excel.

REQUIRED QUALIFICATIONS

- College diploma in a relevant field of specialization, such as library science and information management or any other specialization deemed relevant;
- Bachelor's degree, an asset;
- At least three (3) years of relevant experience, preferably in a public organization;
- Familiarity with the college environment
- Knowledge of Clara/Omnivox
- Fluency in French and English, both spoken and written

SALARY

According to the provisions of the *Règlement déterminant les conditions de travail des cadres des cégeps* for a Class 3 position, the salary scale ranges from \$69,824 to \$93,098.

HOW TO APPLY

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

N.B. Candidates will be required to submit to selection tests. Only candidates selected for an interview will be contacted. Champlain College Lennoxville 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.

Champlain Regional College hires on the basis of merit and is strongly committed to equity, diversity and inclusiveness within its community. We welcome applications from racialized persons/ visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities.

START DATE:	As soon as possible
DATE OF POSTING:	Wednesday July 22, 2026
CLOSING DATE OF POSTING:	Wednesday August 5, 2026