



PEDAGOGICAL COUNSELLOR – RESEARCH

Champlain Regional College is seeking the services of a **Pedagogical Counsellor – Research** for a **twelve-month replacement position** within the **Institutional Effectiveness and Research Unit** of the **Directorate of Corporate Affairs and Communications (DCAC)**. This position is located at **1301 Portland Boulevard, Sherbrooke, Quebec**, with the possibility of remote work.

FUNCTIONS

The Pedagogical Counsellor will oversee specific research-related files and support the quality assurance of the College's organizational processes.

Reporting to the Assistant Director of the DCAC, the successful candidate will be called upon to:

- Continue and coordinate the revision of the Institutional Research Policy;
- Continue the planned steps toward the implementation of the Research Ethics Board in 2027;
- Support, raise awareness among, and provide training to the College's research community regarding the challenges and issues related to college-level research; and
- Review organizational processes with a view to improving performance and integrating quality assurance practices.

MAIN RESPONSIBILITIES

1. Develop and maintain an inventory of ongoing research projects at the College;
2. Identify the training needs of the College's research community in relation to the latest requirements established by funding agencies, particularly regarding research data management, responsible conduct of research, research ethics involving human participants, and equity, diversity, and inclusion;
3. Plan and facilitate promotional and awareness activities, as well as training workshops for personnel and research teams (in person or online);



4. Review and disseminate documentation supporting research activities and the implementation of research-related policies;
5. Contribute to the drafting and revision of research policies and procedures in collaboration with the appropriate personnel;
6. Collaborate in the development of the research information system and in the review and improvement of research management processes at the College;
7. Develop and maintain a research section on the College's website, including a resource library;
8. Keep current with developments in the field through appropriate scientific reading; and
9. Perform any other related duties required by the DCAC.

REQUIRED COMPETENCIES

- Excellent analytical and synthesis skills;
- Excellent ability to conceptualize and prepare written documentation;
- Superior oral and written communication skills;
- Knowledge of quality assurance and process improvement;
- Excellent teamwork and interpersonal skills;
- Attention to detail, autonomy, and critical thinking;
- Strong planning, organizational, and prioritization skills;
- Political awareness and diplomacy.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- A completed graduate degree (Master's level or equivalent) in a field relevant to the position, such as science, social sciences, or education;
- Significant and relevant research experience;
- Relevant experience in facilitation, engagement, and mobilization of personnel and partners;
- Thorough knowledge of provincial and federal funding agencies, as well as their regulations and specific requirements;



- Good knowledge of the characteristics and challenges of research in higher education, particularly within the college sector, is considered an asset;
- Proficiency in spoken and written French and English;
- Ability to effectively use Microsoft Office applications and Microsoft Teams videoconferencing tools.

SALARY

The salary scale ranges from **\$57,547 to \$105,578 annually**. Compensation and employment conditions are governed by the applicable collective agreements.

HOW TO APPLY

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

Please note that only candidates selected for an interview will be contacted.

Champlain Regional College recruits on the basis of merit and is firmly committed to equity, diversity, and inclusion within its community. We welcome applications from all qualified candidates. Applicants are encouraged to self-identify as members of groups covered by the *Act Respecting Equal Access to Employment in Public Bodies*.

START DATE: Monday, September 7, 2026

POSTING DATE: Tuesday, August 18, 2026

CLOSING DATE: Wednesday, August 26, 2026