



Cégep Heritage College is located in Gatineau, Québec, next to the National Capital Region's Gatineau Park. It is the region's only public, tuition-free, English-language college, offering innovative and personalized instruction across 18 Career, Pre-University and Continuing Education programs in its modern, state-of-the-art facilities. Cégep Heritage College is a vibrant multicultural institution with dedicated staff serving more than 1,000 students. It delivers educational programming that fosters extraordinary student-teacher interaction, student leadership and entrepreneurship, intercultural dialogue and engagement, and high-calibre athletics.

CALL FOR CANDIDATURE

In order to provide support for its faculty, CÉGEP Heritage College is seeking to hire a Regular full-time Pedagogical Counsellor to join the Academic Services team to work as the Central Co-op Coordinator and RAC Advisor.

RESPONSIBILITIES:

Reporting to the Associate Academic Dean, the incumbent is the Central Co-op Coordinator for the College, responsible for the delivery of the co-op program. The incumbent is also responsible for overseeing the Recognition of Acquired Competencies (RAC) process and assisting with delivery of Continuing Education non-credit courses. . The candidate is expected to work independently as well as collaborate with three other Pedagogical Counsellors in the Teaching and Learning Centre.

- Develop and maintain relationships with companies and organizations to create co-op opportunities.
- Organize and conduct orientation sessions to inform students about co-op program requirements and expectations.
- Manage the registration and job posting process for co-op students and oversee their placement into co-op roles.
- Monitor student progress throughout the co-op period and conduct co-op site visits to support students in placements and maintain relationships with employers.
- Collect and analyze employer feedback on student performance and co-op experiences.
- Ensure all documentation required by the Ministry of Education is collected and archived for co-op placements.
- Work with academic departments to encourage student participation in the co-op program.
- Promote the co-op program to potential employers and students through events, networking, and marketing materials.
- Regularly assess the effectiveness of the co-op program and make recommendations for improvement.
- Oversee the RAC process, working in collaboration with the Registrar's Office and faculty members or content specialists.
- Organize and market information sessions for the RAC process to students, working in collaboration with the Registrar's Office.
- Hold validation interviews with RAC candidates and evaluate the candidate's knowledge of the

- program's competencies, working with faculty or content specialists.
- Coordinate and guide candidates through the RAC process.
- Provide pedagogical support and guidance to faculty and content specialists regarding the RAC process.
- Maintain current information on research, changes and innovations related to RAC,
- Develop tools and procedures to provide RAC services and monitor current trends in RAC.
- Work in collaboration with Academic Services to assist with development and promotion of non-credit courses in the Continuing Education department.
- Assist with identifying community needs and developing new non-credit courses in response to market demand and emerging trends.
- Manage, implement, assess, and disseminate pedagogical projects.
- Monitor implementation of College's policies, particularly educational and research policies.
- Assist in policy evaluation.
- Lead or participate in College committees.
- Perform outreach activities within CÉGEP/college/university networks.
- Perform all other related tasks.

MINIMUM QUALIFICATIONS REQUIRED

Schooling and Experience

- Must hold a Bachelor's degree in a related field. A Master's degree in a related field would be considered an asset.
- Must demonstrate experience working with external partners and cultivating relationships

Required Qualifications

- Bilingual in both French and English (written, spoken, reading, and listening comprehension).
- Ability to manage conflicting priorities and deliver multiple projects under tight timelines.
- Ability to work independently and collaboratively.
- Excellent communication and interpersonal skills.
- Desire and ability to stay current on pedagogical innovations and best practices.
- Strong capabilities for remote and onsite facilitation with diverse clientele.
- Excellent analytical and problem-solving skills.
- Diligent, dynamic, creative, and detail oriented.
- Flexible and able to adapt quickly to different situations.
- Outstanding work ethic and ability to exercise discretion.
- Strong Microsoft's Office suite software using skills.
- Excellent knowledge of digital learning environments.
- General understanding of CÉGEP system.

Anticipated

Start Date To be determined

Date of Posting October 18th, 2024, at 8:00am

**Closing Date
for Applications** October 31st, 2024, at 11:45 pm

Salary Range From a minimum of \$ 54,661 to a maximum of \$100,282 per year.

Interested candidates should forward their resume and cover letter stating their motivation for applying and their understanding of this position on line on our College website in the career page at <http://www.cegep-heritage.qc.ca/manitou/> no later than **October 31st, 2024 at 11:45 p.m.**

Please note that only online applications will be considered.

From our career page, you must click on the job posting, then click on "APPLY". You will be able to create an account and upload your resume and cover letter.

Only those candidates selected for an interview will be contacted. Candidates may be required to submit to selection tests.

Cégep Heritage College is an equal opportunity employer and encourages applications from women, indigenous people, members of visible and ethnic minorities, and people with disabilities.