



St. Lawrence
CEGEP CHAMPLAIN

**Human
Resources**

Welcome to Champlain College St. Lawrence

Welcome!

Champlain - St. Lawrence College is one of the constituent colleges of Champlain Regional College, the only English language college with multiple Constituent Colleges serving three administrative regions. With approximately 900 students, St. Lawrence is based in the *Capitale-Nationale*, which also includes three public francophone CEGEPs. It offers primarily pre-university programs, but it is also home to the P.W. Sims Business Program, a thriving technical program providing the possibility of advanced standing at several universities. St. Lawrence also offers bilingual programs in partnership with *Cégep Limoilou* and *Cégep Beauce-Appalaches*.

This small, intimate Constituent College, in the heart of the Québec City area, offers students the opportunity to enrich their skills through outstanding academic and cultural experiences, as well as some unique sporting activities that include a nationally recognized golf team. With over 60 years of history in the Québec City region, St. Lawrence is a key institution of the local English community. You can become a part of this dynamic community by joining its staff in a number of positions. At various times, opportunities are available in management and teaching as well as on professional, support staff and casual student services positions.

https://www.crc-sher.qc.ca/wp-content/themes/champlain/pdf/projects/report_2020/CRC_AR_19-20_EN_FINAL.pdf



Types of positions available

Faculty

Admistration – **A**rts & Aesthetics – **B**iology – **B**usiness
Admistration – **C**hemistry – **D**ata Processing – **E**conomics – **E**SL –
Geography – **H**istory – **H**umanities – **L**anguages – **M**athematics –
Physics – **S**ociology – **P**hilosophy – **P**hysical Education – **P**olitical
Science – **P**sychology – **T**ourism

Management

Academic Affairs – **A**cademic Organization – **A**dmistration –
Finances – **B**uildings and Equipment – **H**uman Resources –
Student Services

Professional

Admistration Officers – **C**ommunications Officer – **G**uidance
Counsellors – **P**edagogical **C**ounsellors (**A**cademics – **C**ontinuing
Education) – **S**ocial Worker – **S**tudent Life Counsellors

Support Staff

Office Agents – **S**ecretaries – **T**echnicians (**A**cademic Services –
Buildings – **F**inances – **D**ocumentation – **S**cience Laboratory –
Student Services – **T**echnology)

Casual

Activity Monitor – **A**udiovisual Technician – **B**asketball Camp
Monitor – **C**onversation Group Animator – **E**quipment Manager –
Fitness Trainer – **P**hysical Attendant – **P**olitical Debate Monitor –
Recruitment – **R**esearch Assistant – **S**ports Coaches (Basketball,
Cross Country, Golf, Hockey, Soccer, Volleyball) – **S**ports Officials –
Theatre Animator – **T**utor



Qualifications and work conditions

Faculty

- Consult the individual postings for specific qualification details
- Consult the [FNEEQ-CSN Collective Agreement](#) for details on the work conditions
- Visit the union [FNEEQ-CSN](#) website

Management

- Consult the individual postings for specific qualification details
- Consult the [managers' classification plan](#) for general position details
- Consult the [consolidated document](#) for work conditions
- Visit the association [ACCQ](#) website

Professional

- Consult the individual postings for specific qualification details
- Consult the [professionals' classification plan](#) for general position details
- Consult the [FPPC-CSQ Collective Agreement](#) for work conditions
- Visit the union [FPPC-CSQ](#) website

Support Staff

- Consult the individual postings for specific qualification details
- Consult the [legal qualifications](#) for general qualification details
- Consult the [support staff classification plan](#) and for general position details
- Consult the [FEESP \(CSN\) Collective Agreement](#) for work conditions
- Visit the union [FEESP \(CSN\)](#) website



Applying to work at St. Lawrence

St. Lawrence has an online CV application system

CVMManager is available at https://www.crc-sher.qc.ca/home_careers/

Be sure to select job opportunities with posting numbers beginning with **LAW**

1. Apply on an ACTIVE POSITION

- ☞ Click on appropriate personnel group below
 - [MANAGEMENT AND NON-TEACHING PERSONNEL](#)
 - [TEACHING PERSONNEL](#)
- ☞ Click on the **SEARCH** button
- ☞ Click on the desired position in the Job Title column
- ☞ If interested, click on **APPLY** button
- ☞ Sending your application
 - Select **New Candidate, Login** or **Forgot your password?**
 - Fill in the form
 - To accept conditions, read and click on **I agree**
 - Click on **Please upload your documents** and select your file (CV and Cover letter in one file)
 - Click on **Submit** button
 - Click on **Save** button
 - You will receive an e-mail acknowledgement
- ☞ You must apply on each position in which you are interested

2. Send SPONTANEOUSLY APPLICATIONS

- ☞ Click on **Spontaneous Applications**
- ☞ Select the **position** that is of interest to you
- ☞ Follow steps as indicated in the "Sending your application" section under number 1 above

3. Create JOB ALERTS

- ☞ Click on **Job Alerts**
- ☞ Enter your **e-mail**
- ☞ Select 1 or 2 **categories**
- ☞ Select **Quebec (Borough of Sainte-Foy)**
- ☞ Click on **Save** button



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Presenting work opportunities for students at St. Lawrence

St. Lawrence has an online job offer site for students named Propulsion



Go to <https://propulsion.slc.qc.ca/>
Click on "*Je n'ai pas de compte*"