

PLEASE POST

The **Eastern Townships School Board** is seeking candidates
for the following position

ACADEMIC AND VOCATIONAL INFORMATION COUNSELLOR 80% **Adult Education Centres and Distance Education** Location - Brome Missisquoi Campus (Cowansville)

ETSB ADULT GENERAL EDUCATION

Adult Ed services are offered to Adult learners (16 +) in the ETSB territory with two Centres in Sherbrooke and Cowansville, one Distance Education service and many projects in the communities. The position will be based at the Cowansville campus and will work in close collaboration with all AGE services across the ETSB.

NATURE OF THE WORK

The position of academic and vocational information counsellor encompasses, in particular, responsibility for providing information, advice, assistance and guidance to students in the youth and adult sectors on programs of study, course selection and labour market to help them become familiar with academic and career paths so as to make informed choices.

SOME CHARACTERISTIC DUTIES

The academic and vocational information counsellor participates in developing and implementing an academic and vocational information service that meets the academic and administrative requirements of both the educational institutions and the school board.

He or she guides the student (in presence and at distance) in preparing his or her educational path by providing him or her with any pertinent information on the educational path chosen; helps the student identify his or her needs and analyzes the student's record, while taking into account his or her aptitudes and interests.

He or she prepares and conducts, with a multidisciplinary team, awareness, information and training activities intended for students so as to arouse their interest in the labour market, to motivate them in school and to assess the achievement of objectives.

He or she acts as resource person for the guidance-oriented approach and helps the education community to set up the activities associated with this approach.

He or she plans, organizes and conducts academic and vocational information activities: conferences, industrial visits and information evenings; he or she works with other staff members to prepare and publish brochures and guides; he or she ensures the organization and operation of a documentation centre on the education community, career options and the labour market; he or she finds, analyzes and places, at the disposal of students, references, databanks and online directories.

He or she ensures the analysis, evaluation, coding and, if necessary, adaptation of academic and vocational information intended for students; he or she keeps abreast of labour market developments and programs, using, in particular, research and document review.

He or she establishes and maintains relationships and collaboration with representatives of the labour market, educational institutions and other organizations that could be involved in providing guidance to students; he or she promotes the activities and courses offered and responds to internal and external information requests.

He or she informs and supports students in filling out applications for programs and financial aid.

He or she prepares and updates files according to the rules defined by the school board.

QUALIFICATIONS REQUIRED

A bachelor's degree in an appropriate specialty, notably:

- academic and vocational counselling;
- guidance counselling

Other requirements :

- Capacity to work in French and English
- Experience and knowledge with an adult population
- Excellent communication and organizational skills
- At ease with collaborative and online meeting tools (an asset)

SUPERVISOR: Director - Adult Education ETSB
SCHEDULE: To be determined
STARTING DATE: As soon as possible
SALARY: \$24.46 to \$40.98/hr.

Please send your application in writing by **August 7, 2020** to:

hr@etsb.qc.ca

Human Resources Department
340, Saint-Jean-Bosco, Magog, QC, J1X 1K9
FAX: (819) 868-3821

Equal opportunity for all