



**Heritage College is currently seeking candidates
in specific disciplines to replenish its resume banks
for future potential job opportunities:**

As the only English post-secondary educational institution in Western Quebec, Heritage College is committed to the social, cultural and economic advancement of the community. Its first priority is to provide to individuals and groups within that community quality learning opportunities for the achievement of their education, career, and life-long goals.

To achieve this goal, Heritage College invites interested candidates to submit their resumé at anytime. Resumés will be kept in our files for a period of 18 months. When applying for a position listed below, applicants are requested to send a resumé, and a covering letter indicating the position being applied for.

The College is currently seeking part-time and full-time candidates to teach within the following disciplines:

Administration (401)

Pre-University Program:

Commerce:

Program description: http://www.cegep-heritage.qc.ca/Programs/Accounting_Manage_Commerce/Commerce_Program.htm

Program profile and course descriptions: http://www.cegep-heritage.qc.ca/Programs/Accounting_Manage_Commerce/Commerce_Profile.htm

Anthropology (381)

Program description:

http://www.cegep-heritage.qc.ca/Programs/Social_Science/Social_Science_Intro.htm

Program profile and Course descriptions: http://www.cegep-heritage.qc.ca/Programs/Social_Science/Social_Science_Profile.htm

Biology (101)

Program description : <http://www.cegep-heritage.qc.ca/Programs/Science/science.htm>

Program profile and course descriptions: http://www.cegep-heritage.qc.ca/Programs/Science/Science_Profile.htm

Business Administration (410)

Career Program:

Accounting and Management Technology (Co-op Option)

Program description: http://www.cegep-heritage.qc.ca/Programs/Accounting_Manage_Commerce/Accounting_Manage_Program.htm

Program profile and course descriptions: http://www.cegep-heritage.qc.ca/Programs/Accounting_Manage_Commerce/Accounting_Manage_Profile.htm

Chemistry (202)

Program description : <http://www.cegep-heritage.qc.ca/Programs/Science/science.htm>

Program profile and course descriptions: http://www.cegep-heritage.qc.ca/Programs/Science/Science_Profile.htm

Computer Science (420)

(Co-op Option)

Program description: http://www.cegep-heritage.qc.ca/Programs/Computer_Science/index.htm

Program profile and Course descriptions: http://www.cegep-heritage.qc.ca/Programs/Computer_Science/Computer_Science_Profile.htm

Electronics (243)

Program description: <http://www.cegep-heritage.qc.ca/Programs/Electronics/intro.htm>

Program profile and course descriptions: http://www.cegep-heritage.qc.ca/Programs/Electronics/Electronics_Profile.htm

English (603)

Quebec collegial curriculum requires each student to take four English courses in order to obtain the Diploma of Collegial Studies. Students normally take one required English course per semester. http://www.cegep-heritage.qc.ca/Programs/English/603_English.htm#b

French (602)

All students are required to take two French courses as part of their diploma requirements. French "A" courses, common to all programs, aim at improving general skills in French: oral comprehension, oral expression, reading comprehension, with an emphasis on written expression. French "B" courses maintain the same objectives, but are program specific. French "A" courses are prerequisite to enrolling in French "B" courses. http://www.cegep-heritage.qc.ca/Programs/Modern_Languages/602_French.htm

Environmental Geography

Program profile: http://www.cegep-heritage.qc.ca/Programs/Social_Science/Social_Science_Profile.htm

Course description: http://www.cegep-heritage.qc.ca/Programs/Social_Science/320_Geography.htm#1

New Media and Publication Design (412) (Co-op Option)

Program description: <http://www.cegep-heritage.qc.ca/design/index.htm>

Program profile and
course descriptions: http://www.cegep-heritage.qc.ca/Programs/NewMedia/NewMedia_Profile.htm

Nursing (180)

Program description: <http://www.cegep-heritage.qc.ca/Programs/Nursing/nursing-intro.htm>

Program profile and
course descriptions: http://www.cegep-heritage.qc.ca/Programs/Nursing/Nursing_Profile.htm

Physics (203)

Program description : <http://www.cegep-heritage.qc.ca/Programs/Science/science.htm>

Program profile and
course descriptions: http://www.cegep-heritage.qc.ca/Programs/Science/Science_Profile.htm

Visual Arts (510)

Program description: http://www.cegep-heritage.qc.ca/Programs/Visual_Arts/va-intro.htm

Program profile and
course descriptions: http://www.cegep-heritage.qc.ca/Programs/Visual_Arts/Visual_Arts_Profile.htm

Job Duties

The FAC/CEGEP Collective Agreement Article 8-4.01 defines the job duties as follows:

In a general way, the professor's teaching load shall include: preparation of course outline; preparation of classes, labs or field work; teaching classes, labs or field work; adaptation; student tutoring; preparation, supervision and correction of examinations; revising marks at the student's request; keeping abreast of recent developments in his/her field of work; participation in pedagogical days organized by the College; participation in departmental meetings and its other required activities; participation, when required, in program committee meetings; student tutoring or monitoring activities, mainly those duties accomplished by professors in help centers or during student welcoming activities.

Qualifications

Minimum of a Bachelor's degree in an appropriate specialty for:

Administration	Business Administration	Computer Science	
French	New Media	Nursing	Visual Arts

OR

Minimum of a Master's degree in an appropriate specialty for:

Anthropology	Biology	Chemistry	Electronics	English
Geography	Physics			

AND

Several years of teaching experience at the undergraduate or college level is preferred. Fluency in English, both oral and written is required.

Ability to:

- Create a dynamic, challenging, and motivated learning environment.
- Adapt to a variety of student needs and provide appropriate academic and career development support.
- Utilize excellent communication and interpersonal skills.
- Demonstrate knowledge of subject matter through academic or non-academic experiences.
- Apply theoretical concepts to current workplace needs and skill requirements.
- Provide assistance and display leadership in the on-going development of the department concerned at Heritage College.
- Stay abreast of changes and new program requirements through regular professional development activities.

Language requirement:

Fluency in English, both in oral and written.

Salary

Salary is commensurate with qualifications and relevant experience within the salary scale defined in the FAC/CEGEP Collective Agreement.

How to Apply

- By e-mail: (preferred)
hr@cegep-heritage.qc.ca. Application format: Please use Microsoft Word or a standard text file for material being e-mailed.
- By Fax:
(819) 778-7364
- By mail:
Heritage College
Human Resources
325 Cité des Jeunes Blvd.
Gatineau, Quebec J8Y 6T3

Only those candidates selected for an interview will be contacted.

Heritage College applies an Equal Access program and encourages Women, Aboriginal peoples, members of Visible and Ethnic minorities and handicapped persons to apply