

COMMUNITY SERVICES SUPERINTENDENT (R-4)

The incumbents performs the collective attributions of the level I senior staff described before, in one or several of the following community services:

- operation and leasing of the sport centre: arenas, pools, gymnasiums;
- operation and leasing of the auditorium or entertainment building;
- operation and leasing of the students' residence.

Moreover and in particular, he:

- calculates budget estimates that comply with the necessity of revenue dependency and manages the budget in this same perspective;
- decides the activities programming;
- maintains follow-up contacts with the users or makes contact with prospect clients in order to know their needs and offer them the services available;
- see to the carrying out of the marketing plan;
- selects the temporary personnel: monitors, lifeguards, manoeuvres, subject specialists, etc.;

If applicable, he:

- allocates in-house, and rents outside some of the college's premises: classrooms, meeting rooms, projection rooms, cafeteria, etc.;
- prepares and sees to the observance of different protocols or rental of assets or services leases;
- deals in an appropriate manner with the various problems of students' life in the residence;
- manages a residence service for tourists outside the school terms.