

## **DIRECTOR OF CORPORATE AFFAIRS AND COMMUNICATIONS (D2-SG)**

The incumbent performs the collective attributions of the senior staff described before, in the following fields of activities:

- internal and external communications: communication plan, design and carrying out of information documents and official publications, channels and means of communication between the direction, the personnel and the students;
- the institutional marketing and public relations: publicity and promotion, media relations, secondary school, parents and development of the institutional image;
- corporative secretariat: the assemblies of the board of directors, of the executive committee and of the control committee, official registers of the college, assignation and orientation of the members of the board of directors, internal policies and regulations, annual report;
- legal affairs: follow-up of the litigious files, legal proceedings against the college, interpretation and application of various laws;
- management of the administrative records: management system of active documents, management system of archives, official report's management.