

## **STUDENT AFFAIRS COUNSELLOR**

### **Nature of the work**

The student affairs counsellor is a professional whose occupation includes, in particular, the planning, establishment, development, leading, management and evaluation of activity programs related to student life, notably in the following fields:

- socio-cultural life;
- sports and outdoor activities;
- economic life.

This occupation includes providing individual and collective assistance to the students.

### **Required qualifications**

A bachelor's degree with a specialization appropriate to the employment such as:

- recreology;
- physical education.

### **Some characteristic functions**

The student affairs counsellor, with the collaboration of other workers of the College, creates an environment aimed at fostering the student's global development and provides assistance and advice to the student as well as referring him to outside organizations.

He analyses the student's para-academic needs relating to his task environment and establishes activity programs optimizing the use of resources available in the College and the milieu.

He sees to the proper functioning and development of various programs and activities for regular students, adult students and specific clients such as ethnic groups, handicapped persons, etc.

He ensures that the resource personnel and students have the necessary supervision and assistance in projects related to student life.

He may advise the College on the purchase of equipment and specialized material.

With the concerned persons, he collaborates in the establishment of a policy aimed at improving the students' situation, in determining the choice of corrective measures and intervention priorities, as well as in the periodical or annual evaluation concerning the achievement of the objectives.

He may manage the budget allocated by the College for his activity sectors.

In the socio-cultural sector, the duties of the student affairs counsellor pertains, among others, to social activities such as encounter groups and industrial visits, to recreational activities such as chess clubs, to cultural activities such as motion picture theatre and exhibit, and to group activities such as student cooperatives and associations.

In the sports and outdoors sector, the duties of the student affairs counsellor pertains, among others, to indoor and outdoor sports at the College, sports competitions and outdoor activities and the safety of such activities.

In the domain of economic life, the duties of the student affairs counsellor pertains, among others, to financial assistance, budgetary planning, assistance funds, transportation, housing and to activities relative to specific clients.