

INFORMATION TECHNICIAN

Nature of work

The principal and customary work of the employee in this employment class consists in carrying out various technical duties related to the gathering, selection, consolidation and dissemination of information and preparation of the college's organizational and promotional documents.

Required qualifications

Schooling

To have a diploma of college studies in an appropriate specialty or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

In accordance with the college's policies and according to recognized techniques, the employee in this employment class gathers, examines and chooses information related to varied subjects. He analyzes and consolidates documents; he participates in the drawing up of information and presents various data in tabular or graphical form.

He revises and improves some texts from the point of view of composition, syntax, and vocabulary and he ensures their appropriate technical presentation.

In the field of desktop publishing and multimedia and in keeping with the pertinent techniques in the field, the employee in this employment class prepares the college's organizational and promotional documents, such as articles, information bulletins, brochures, advertising materials, circulars, reports, hypermedia documents and multimedia presentations and ensures their update.

He is called upon to ensure that the written information contained in the college's Website is updated.

He is called upon to participate in the staging of various organizational or promotional events and projects with respect to the planning, physical arrangements and follow-up of the activities.

He is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train less experienced personnel.

If need be, he performs any other related tasks.