



<b>POSITION:</b>	<b>STUDENT SUPERVISOR POSITION</b>
<b>DEPARTMENT:</b>	<b>POST-SECONDARY STUDENT SERVICES DEPARTMENT</b>
<b>COMPETITION NUMBER:</b>	<b>STUDSUP1901-01</b>
<b>LOCATION:</b>	<b>STE-ANNE DE BELLEVUE</b>
<b>STATUS:</b>	<b>FULL-TIME SUPERNUMERARY POSITION</b>
<b>DURATION:</b>	<b>FEBRUARY 2019 TO MAY 2019</b>

*Kativik Ilisarniliriniq is a school board offering educational services in the 14 communities of Nunavik.*

**FUNCTION & DUTIES:**

Reporting to the Director of the Post-Secondary Department, the student supervisor must exercise supervision in the apartment building in which the sponsored students attending CEGEP Montmorency live to ensure compliance with the regulations and student safety.

- Perform walk-around inspections according to a pre-set schedule, issue warnings, write down and fill incident reports to the designated persons.
- Greet and direct students and visitors, exercise supervision on the coming in and going out of visitors, personnel, and residents, where applicable.
- In performing his/her duties, the incumbent must maintain order and discipline, answer phone calls, transmit the messages and documents entrusted to him/her.
- Monitor assets, furniture and buildings against fire, theft and damages.
- Take part in the conduct and monitoring of student activities.
- Ensure availability of the equipment and accessories required for certain activities.
- Take action to maintain a safe environment for students in the residence, if required.
- If necessary, perform any related task.

**QUALIFICATIONS:**

Secondary V diploma or equivalent diploma or attestation of studies recognized by the appropriate authority.

*The Board may, at its discretion, waive any or all of the afore-mentioned qualifications if it finds a suitable candidate who is a beneficiary of the James Bay and Northern Québec Agreement (JBNQA) and who accepts, as a condition of employment, to follow a training plan determined by the Board.*

**REQUIREMENTS:**

- One (1) year of relevant experience during which the candidate was able to acquire basic notions of safety rules.
- Good command of French and either English or Inuktitut
- Knowledge of Inuktitut would be an asset.
- Show independent judgment, resourcefulness and a sense of initiative.
- Must stay at the students' apartment building during working hours.
- Experience in or Knowledge of Nunavik is an asset.

**WORK SCHEDULE:** 38.75 hours/week shifts will be in the evening, night and weekends days to be determined.

**CLASSIFICATION / SALARY / BENEFITS:**

In accordance with the AENQ collective agreement for support staff / from \$19.86 to \$21.80 an hour depending on qualification and experience.

**In addition to salary, you may be eligible to other benefits such as:**

- 20 days of annual vacation
- 2 weeks of vacation during Holiday season

**and, when applicable, other benefits such as:**

- Summer schedule
- Housing
- Northern allowance
- Social trips
- Food cargo

**All benefits are prorated based on the percentage of the task.**

**DEADLINE FOR APPLICATION IS: 4:00 pm, February 11, 2019**

**SEND APPLICATION BY EMAIL TO:**

**soutien@kativik.qc.ca**

**You must indicate STUDSUP1901-01 in the subject of the e-mail.**

**Human Resources  
Kativik Ilisarniliriniq**

**Only those candidates under consideration will be contacted.**