



## Student Association of George Brown College Communications Support Staff Job Description

<b>Job Title:</b>	Communications support staff
<b>Number of Positions:</b>	1 part-time (12-15 hours/week) student staff
<b>Rate of Compensation:</b>	\$12.81 per hour
<b>Position Type:</b>	Temporary support staff
<b>Supervisor / HR Contact:</b>	Reports to director of public relations and general manager Works with director of public relations
<b>Work Location:</b>	St. James and Casa Loma campuses
<b>Posting Expires:</b>	
<b>Email your resume to:</b>	<a href="mailto:sadirpr@georgebrown.ca">sadirpr@georgebrown.ca</a> ; Subject Line: <your name>: Communications Support Job Posting <b>Attention:</b> Daniel MacDonald

### Student Association of George Brown College communications support staff objectives:

- Develop Student Association communications and branding strategies;
- Provide support to the promotion of the Dialog, George Brown College's student newspaper, and the Student Association's website.

### Job purpose and description:

The role of the communications support staff is to provide administrative and developmental support to the Student Association of George Brown College and the director of public relations in regards to communications initiatives. The position will support the development of communications and public relations strategies through research and policy development. The position will also support full-time staff of the SA with the promotion and distribution of the Dialog, as well as other initiatives.

### General duties:

- Assist with promotion of the new SA student marketplace;
- Work with the public relations and publications committee to develop an SA branding strategy;
- Work with full-time staff to develop a Dialog strategy;
- Assist with the promotion and distribution of the Dialog;
- Assist with SA bulletin board information distribution;
- Distribute information to students by handing out flyers, tabling, putting up posters, getting petitions signed and the general dissemination of information;



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- Prepare marketing materials and ensure sufficient amount of promo material is always available;
- Maintain the confidentiality of students and any other information regarding Student Association business;
- Prepare documents and reports upon request;
- Maintain a clean and tidy workplace;
- May be responsible for faxing, photocopying, keyboarding, data entry, mail sorting, materials assembly, filing, etc.;
- Perform other duties as assigned.

### **Qualifications:**

- The ability to multitask and adjust to different work environments;
- General computer skills in Microsoft Excel and Word;
- An outgoing, positive and friendly personality;
- The ability to work in a team environment, take initiative and work independently;
- First rate customer service skills and an ability to work with people;
- Strong verbal and written communication skills;
- Excellent organizational and problem solving skills;
- Dependability, integrity and highly motivated to succeed;
- Experience in high school student government is an asset;
- Interest in student issues, civic engagement, public service and student government is an asset.

### **Mission Statement:**

*We are the students of George Brown College, committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.*

### **Commitment to Equity:**

*The Student Association is an equal opportunity employer and welcomes candidates from among those groups of individuals that are traditionally underrepresented to apply.*