



Student Association of George Brown College SRC Support Staff Job Description

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

Student Association of George Brown College student representative council objectives:

- Develop a network of student representative councils to allow the Student Association to build a relationship with the student body;
- Provide a forum for student engagement around SA events and causes;
- Create a line of communication between the Student Association and each George Brown College student.

Job purpose and description:

The role of the student representative council 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 the implementation of student representative councils. The position will support the operations of student representative councils through research, relationship building with college administration and faculty, as well as logistical coordination of student representative council meetings.

General duties:

- Meet with educational centre deans, programme chairs and programme coordinators to discuss implantation of student representative councils under the direction of the direction of the PR director;
- Work with the Student Association educational centre representatives to assist them with the coordination of the student representative councils;



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- Coordinate student representative council meetings with support and guidance from the PR director and each Student Association educational centre rep;
- 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.;
- Performs 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.