



Student Association of George Brown College

Job Title:	Event Squad	Job Category:	Support Staff
Department/Group:	Events	Job Code/ Req#:	
Location:	Casa Loma, St. James, Waterfront Campus & other include Satellite Campus locations	Travel Required:	Yes
Level/Salary Range:	\$14.25/hr. (up to 20 hours per week) * Working hours are based on work load, employee work production & employee availability	Position Type:	Temporary-Part-Time
HR Contact:	humanresources@sagbc.ca	Start-End Date:	August 2017 – April 2018
Will Train Applicant(s):	Yes	Posting Expires:	June 30, 2017 4:59PM

E-mail: humanresources@sagbc.ca

Attention: HR Department

Subject Line: <your name>: Event Squad Application

Please include cover letter, résumé AND video submission to the email address above. Video must be compatible to be viewed on a windows computer.

Job Description:

The primary purpose of this position is to work cooperatively with the Senior Coordinator of Events & Marketing to promote, support and run events planned by the events committee. **Please note that engaging with students on campus is an extremely large component with this job. Having the ability to approach students & connect with them is an asset we look for in a potential applicant.**

General Responsibilities:

- Marketing and promotions for events which consist of the following;
 - Engaging with students through face to face promotion
 - Putting up posters on all Student Association bulletin boards
 - Distribution of flyers for upcoming events
- Brainstorming & developing creative ways to engage students on campus
- Handle all aspects of set up and tear down of events, including clean up at the end of the event
- Participate in event activities when requested
- Support other Student Association services when requested

Requirements - The candidate should possess:

- The ability to multitask
- An outgoing personality
- Excellent communication skills
- Excellent time management skills
- The ability to work in a team
- The ability to solve problems
- Availability to work nights
- The ability to take initiative and work independently



Event Squad Video Submission

You will be required to record and submit a 2min video of why you should be selected to join the team for the upcoming 2017 -2018 Academic Year.

Task:

Act as if you are an event squad member of the Student Association and record a video of you promoting an upcoming Student Association concert to a student(s).

- Note: you can make up the actual information for the concert (i.e. location, artist, cost & etc...)

Video length:

- 2mins

How to Submit Video

- Send to humanresources@sagbc.ca
 - Subject Line: Video Submission - (your first & last name)

Or

- Submit using www.wetransfer.com
 - Send to humanresources@sagbc.ca
 - Subject Line: Video Submission - (your first & last name)

(Video must be compatible with windows)

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.