



Student Association of George Brown College

Job Title:	Distribution staff	Job Category:	Support Staff
Department/Group:	The Dialog	Job Code/ Req#:	
Location:	Various	Travel Required:	Yes
Level/Salary Range:	\$14.25/hour	Position Type:	Temporary-Part-Time
HR Contact:	Mick Sweetman	Start/ End Date:	September 2016 to April 2017
Will Train Applicant(s):	Yes	Posting Expires:	June 30, 2017 12PM

E-mail: humanresources@sagbc.ca

Subject Line: <your name>: Distribution Staff Application

Attention: Mick Sweetman

Instructions: Please include cover letter and résumé

Job Description:

As distribution staff for *The Dialog* you will be responsible for distributing the newspaper to over 60 racks and local businesses on and near all five campuses of George Brown College every two weeks during the publishing year. Approximately 7.5 hours every two weeks.

General Responsibilities:

- Distribution of The Dialog newspaper to over 60 locations at a five campuses of George Brown college
- Tracking the number of copies distributed and picked up at each campus.
- Monitoring the state of the racks and clearing and reporting any unauthorized papers.
- Handing out papers to students.
- Other duties as needed.

Requirements:

- Able to lift 50 pounds and push carts full of newspapers.
- Able to work independently.
- Knowledge of different George Brown College campuses an asset.
- Basic math and writing skills.

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.