



# Student Association of George Brown College

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|---------------------------------|--|-------------------------|-------------------------------|
| <b>Job Title:</b>               | Clubs Support Staff  | <b>Job Category:</b>    | Support Staff                 |
| <b>Department/Group:</b>        | Student Life   | <b>Job Code/ Req#:</b>  |                               |
| <b>Location:</b>                | St. James Campus, various  | <b>Travel Required:</b> | Yes                           |
| <b>Level/Salary Range:</b>      | \$15.00/hr (10-15 hours per week)                                    | <b>Position Type:</b>   | Temporary-Part-Time           |
| <b>HR Contact:</b>              | <a href="mailto:humanresources@sagbc.ca">humanresources@sagbc.ca</a> | <b>Start-End Date:</b>  | August 2018 – April 2019      |
| <b>Will Train Applicant(s):</b> | Yes  | <b>Posting Expires:</b> | Monday, July 2, 2018: 11:59PM |

**E-mail:**

[humanresources@sagbc.ca](mailto:humanresources@sagbc.ca)

Attention: HR Department

Subject Line: <your name>: Clubs Support Staff Application along with a cover letter and resume

**Job Description:**

Clubs make up a key part of a college and university's community. Clubs are an excellent way for students to connect across programs and field of study, be a part of a social group outside the classroom, meet with students who share similar interests, beliefs or cultures, or provide a service to the greater George Brown community. Collectively, they represent a variety of backgrounds ranging from cultural, political, academic, social, religious and recreational clubs. The Student Association of George Brown College (SA) actively encourages students to participate in clubs and supports the overall development of the clubs program.

The Clubs Support Staff would support the implementation of the clubs program of the Student Association and Student Life. Duties include research, developing materials, administering club finances, club training, club tracking, organizing club events, postering, and membership outreach. The position will require organizational and operational skills and the ability to excel in a fast-paced work environment. The position will also provide the opportunity to develop skills in public relations, event planning, marketing and promotion and communications with not-for profit organizations.

The position is supervised by the Clubs & Student Involvement Coordinator.

**General Responsibilities:**

- Assists with the planning and development of club events for new and returning clubs
- Assists with the creation, development and promotion of the clubs program
- Assists with administrative tasks for clubs such as room bookings, financing, updating information and tracking
- Assists with research to identify new clubs that may be beneficial to the George Brown community
- Assists with the coordination of clubs training, clubs ratification, renewal requests and succession planning
- Assists with the administration of clubs services for ratified clubs
- Distributes information to students e.g. leafleting, info booths, class talks, postering, surveys, etc.
- Assists with planning and coordination of on-campus of club-related activities that may include: clubs training, workshops, conferences, club fairs
- Assists with implementing a marketing strategy for the Student Association that involves the promotion and distribution of clubs during orientation
- Support events and activities for the SA Connect Program
- Support the development of the clubs newsletter



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## You Have:

- Previous experience with student clubs
- Superior time management skills; can forward plan weeks and months in advance
- Goal setting skills (in-line with organizational priorities)
- Familiarity working in a fast-paced office environment and within a team setting
- Ability to work independently with minimal supervision, but is team oriented
- Reliability; you take your work seriously; you do your work with pride
- Creative and innovative problem-solving skills

## You Might Also Have:

- An understanding of social justice and the role of the Student Association within the student movement
- Experience with planning and executing events
- Financial management skills- planning , budget management, organizational skills
- Experience in marketing
- Experience with group facilitation and/or peer support
- Experience with office administration
- Strong computer and database skills
- Strong written and verbal communication skills
- Strong interpersonal and customer service skills

## Required:

- Must be a full-time George Brown College student and returning to school full-time for the 2018-2019 academic year
- Job offer/continued employment contingent on availability. Typical shifts occur Monday-Friday 10:30am-4:30pm

### *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.*