



**Student Association of George Brown College
(External Posting) – Repost
(Originally Posted on March 16, 2018)**

**Employment Opportunity:
Academic Advocacy Coordinator**

Position Title: Academic Advocacy Coordinator

Position Type: Full-time

Compensation: Starting Wage \$44,000.00 (union grid)

Reports To: Manager, Equity & Advocacy

Start Date: August 1, 2018

Unionized: OPSEU Local 557

Position Overview:

Your primary role will be to support students with advocacy needs and academic appeals as their representative and or liaison to the college across multiple campuses. As a progressive-minded individual, you value diversity and are educated in issues of student rights and accessible education.

General Responsibilities:

- Must be familiar with and adhere to the Student Association (SA) and college policies and procedures
- Work closely with the senior coordinator of academic advocacy to develop and implement the advocacy program across campuses
- Knowledge of relevant legislations with strong familiarity of educational policies and the human rights code
- Support students by answering questions, listening and advising the students with regards to the academic support needs and appeal processes in conjunction with George Brown College policies
- Assist students with the preparation of forms and supporting documentations for the appeals process
- Provided information sessions and or conduct relevant workshops to education and inform students of their rights
- Responsible to students to keep the appeals process impartial, ethical, and confidential
- Provide advice and referrals to students regarding the academic issues and appeals processes and intersecting issues that may assist student success
- Attend advocacy and appeals meetings as required
- Be responsible for the maintenance of advocacy and appeals files, data tracking, data analysis and reporting
- Provide feedback to the academic and student related committees pertaining to student experiences, policies and the colleges rules and regulations
- Liaise with George Brown College (GBC) departments and partner organizations, such as the Canadian Federation of Students, as required
- Provide recommendations into SA and GBC academic related policies and procedures
- Support the SA staff teams by providing information on GBC academic schedules and actions
- Supervise and support students in placement and or student volunteers
- Provide relevant support to board members in planning and execution of academic related projects and appeals-related campaigns
- Support the development of the academic advocacy annual report

Performance Measurables:

- Maintain exceptional attendance and regular hours of work
- Establish and maintain a positive, professional and interactive working relationship with the SA staff, student executives, GBC staff and board members
- Encourage adherence of SA policies & procedures to students and volunteers
- Sound knowledge of GBC student policies and procedures
- Create strong working relations with the college administration and external community partners
- Identification of systemic issues that affect student academic success on campus
- Support the outreach and promotion of advocacy program across campuses
- Improve level of advocacy services and presentation for the students of George Brown College within the college
- Reduce the existing communication gaps between the SA and the college as it relates to institutional concerns over academic appeals
- Ensure all relevant policies and procedures are up to date and are being adhered to by all staff and students
- Be readily available and supportive to all relevant SA board of directors committees as an effective resource person (attends meetings, provides accurate & relevant data)
- Work closely with all coordinators and board members throughout the year
- Attend board and sub-committee meetings as required to present formal and informal reports, advise, answer questions and receive organizational direction
- Other duties as assigned

Required Skills & Experience:

- Progressive experience as an administrator for advocacy or special interest groups
- A degree or diploma in a related field and/or relevant experience
- A minimum of 3 years' experience working directly with students using a case management approach
- Certificate in Conflict or alternative Dispute Resolution, considered an asset
- Demonstrated understanding of diversity and equity issues
- Excellent communication skills, both written and verbal
- Strong problem solving and negotiation skills
- Strong computer program and data base skills
- An outgoing personality
- The ability to work effectively in a team environment
- The ability to take initiative and to work independently
- The ability to multitask
- Ability to work in multiple locations

HOW TO APPLY:

Interested and qualified applicants can submit their cover letter and resume to humanresources@sagbc.ca subject line: Academic Advocacy Coordinator by Tuesday May 22, 2018 at 12:00PM, noon.

This position was originally posted on March 16, 2018 and is a reposted position.

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.