



Student Association of George Brown College

Job Title:	Academic Advocacy Support Staff	Job Category:	Support Staff
Department/Group:	Academic Advocacy Program	Job Code/ Req#:	
Location:	Casa Loma & St. James Campus	Travel Required:	Yes
Level/Salary Range:	\$15.00/hr (20 hours per week)	Position Type:	Temporary-Part-Time
HR Contact:	humanresources@sagbc.ca	Start & End Date:	August 2018 – April 2019
Will Train Applicant(s):	Yes	Posting Expires:	June 22, 2018, 12pm noon

E-mail: humanresources@sagbc.ca

Attention: HR Department

Subject Line: <your name>: Academic Advocacy Support Staff Application

Instructions: Please include cover letter and résumé

Job Description:

The primary purpose of this position is to assist students with their academic concerns, promote the academic advocacy program, guide students through the academic appeals processes in place, and provide proper referrals to other SA/GBC services that support students.

GENERAL RESPONSIBILITIES:

- Promote the academic advocacy program to student body and GBC staff
- Assist students with the preparation of forms and supporting documentation for appeals processes and educational complaints
- Educate students on the policies and procedures of George Brown College
- Provide advice and information regarding academic rules and regulations
- Assess student issues to identify grounds for appeals
- Provide feedback to the Senior Coordinator concerning policies affecting students
- Accompany students to review meetings as required, act as an advocate and a student advisor
- Perform data entry and other general office tasks

YOU HAVE:

- An anti-oppression analysis and analytical thinking
- Active listening, attention to detail, empathy and conflict management skills
- Excellent communication skills – written and oral
- An understanding of the Student Association and the importance of the student movement
- Willingness to learn and teach; you show patience and care with yourself and others
- Ability to work independently with minimal supervision, but team oriented
- Ability to take direction, but has the ability to be self-motivated and proactive
- Reliability; you take your work seriously; you do your work with pride
- Creative and innovative problem-solving skills

Candidate should possess:

- Experience/interest in working with students and/or other groups
- Demonstrated advocacy and negotiation skills
- Excellent communication skills, both written and oral



Student Association of George Brown College

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.