



Student Association of George Brown College

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| 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: | \$15/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: | Aug 2018 – Apr 2019 |
| Will Train Applicant(s): | Yes | Posting Expires: | June 29, 2018 4:59PM |

E-mail: humanresources@sagbc.ca

Attention: HR Department

Subject Line: <your name>: Event Squad Application

(Ensure you cover letter, resume & video is submitted)

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
- The ability to work in a team
- The ability to solve problems
- Availability to work nights
- The ability to take initiative and work independently

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.



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Event Squad Video Submission

Thank you for your interest in interviewing for the Event Squad posting. **Along with submitting your resume & cover letter, a video submission is also required.**

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, ticket 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 email to humanresources@sagbc.ca

What We Are Looking For

- Outgoing personality
 - An integral part of the job is being able to go around the campus and promote upcoming events to other George Brown students. Being able to promote events in a way that will get students excited is essential.
- Team player
 - Being a member of the Events Squad means you will be working as a team throughout the year to execute events. The ability to work within a team is vital for us to have a successful event year.
- Time Management
 - If selected to join the Events Squad you must be able to stay on top of your studies along with other commitments you may have at home. We are looking for people that have the ability to keep themselves organized while also exhibiting the passion and enthusiasm of being active and getting others active with school events.