



**Position:** General Manager  
**Location:** Working from Casa Loma Campus, overseeing all Campuses  
**Position Type:** Full Time  
**Date of Hire:** ASAP  
**Salary:** \$78,500

**Internal Posting:** July 3<sup>rd</sup> through 13<sup>th</sup>, 2018

**External Posting:** July 3<sup>rd</sup> through 23<sup>rd</sup>, 2018

### **Student Association 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.

### **Role Summary & Key Objectives**

Reporting to the Executive Committee of the Student Association and accountable to the Board of Directors, the General Manager plays an important role leading and overseeing operations for the Student Association and acting as a crucial liaison between the Board and the staff of the organization.

The General Manager leads and empowers staff and students through a focused consultative process to ensure smooth and effective operations of all Student Association Front Offices & Member Services. Working in close partnership with the Board to develop strategic plans, the position also ensures efficient and effective implementation of associated plans. A resilient ambassador, they will effectively represent the Student Association throughout the College and community and be a consistent voice to Board while ensuring smooth transitions in elected positions and in the organization generally, as the environment evolves.

The position requires interacting with and balancing the needs of a wide range of stakeholders, including College and Student Association staff, the general student population, individuals and committees of George Brown College including the Board and Executive Committee, Internal Legal Counsel, the broader community and external agencies. Bringing people from different constituencies together toward common goals, the General Manager objectively and adeptly manages and advocates for student rights employing a progressive-minded approach and an understanding of diversity, student rights, accessible education, and social justice issues.

With multiple campuses, the General Manager will need to ensure inclusion of all locations, travel among campuses, and operate at satellite office(s) on occasion.

The ideal candidate will be a strong, assertive, experienced leader, with proven critical-thinking abilities, able to effectively develop and execute multiple strategies and plans and not afraid to make the extra effort to get the job done. Demonstrating high integrity and professionalism, they will coach others and promote learning in a positive way and foster a productive and inclusive team environment. If this sounds like you and you have a solid combination of the following qualifications we'd love to hear from you.



**Education:**

- Undergraduate or Graduate Degree in Education, an Education-related field or Business
- Certifications such as conflict management, negotiation would be considered an asset

**Skills and Experience:**

- 7 or more years of supervisory experience managing full and part time staff, unionized personnel and volunteer resources;
- 3 or more years of administrative experience within a non-profit organization, preferably in a post-secondary environment overseeing staff, budgets and strategic planning;
- 3 or more years of general management experience in financial, human resources and project management; developing and managing strategic plans, budgets and operations
- Trustworthy leadership style, with exceptional relationship management skills, open to diverse ideas and opinions and able to navigate complex situations and difficult interactions with integrity, patience and professionalism;
- Track record of coalition building, adept at managing complex and sensitive workplace and personnel issues and proficiency in resolving complaints, conflicts, disputes and grievances;
- Experience as a self-directed, highly-organized, disciplined leader who enjoys troubleshooting and problem solving, is adept at balancing a wide range of priorities and deadlines and thrives in a highly dynamic environment;
- Solid knowledge and experience developing, enforcing and updating policies, procedures and processes;
- Superior interpersonal skills, able to motivate, encourage knowledge sharing and build consensus across a diverse and broad stakeholder base;
- Background in service and program administration, student advocacy and rights, knowledge of current community challenges and understanding of marginalized groups;
- Strong communication skills, including presentation and public speaking abilities;
- Ability to effectively organize, prioritize and focus staff efforts on the achievement of quality results in an efficient, timely and cost-effective manner;
- Knowledge of federal and provincial legislation applicable to voluntary sector organizations; Employment Standards, Human Rights, Occupational Health and Safety, Charity and Financial requirements;
- Proficiency in computer use, including MS Word, Excel, Outlook, and PowerPoint with knowledge of social media;
- Willingness to travel and ability to work weekends and evenings, as required.

**Responsibilities will include but not be limited to:**

General Management & Leadership

- Responsible for the effective maintenance of business affairs and administration of the Student Association in accordance with policies and procedures approved by the Board;
- Determine and ensure appropriate staffing requirements, strategies and operational adjustments to advance organizational goals and program delivery in line with budget and mandates;
- Plan and implement project priorities, facilitate and support action plans for all units of the Student Association;
- Ensure that program needs assessments with various target groups are conducted and appropriate programs and services planned and implemented in response to the needs



#### Liaison and support for Board and Committees

- Provide the necessary liaison, peer mentoring and staff support to committees, task force, and interest group chairs to enable them to perform their functions properly;
- Attend and participate in all staff meetings and applicable Board of Directors, Executive and committee meetings, as well as partnership development;
- In partnership with Director of Internal Affairs, develop agendas for board meetings, prepare and distribute relevant materials to all Board members;
- Prepare annual and regular reports and identify and report important trends, providing proactive advice to the Board to minimize employment-related risk;

#### Human Resources and Labour Relations

- Oversee human resources policies and procedures including developing job descriptions; recruitment and selection; orientation and training and ensuring and conducting effective performance management processes;
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations;
- Lead and manage labour relations and related strategies including union contract negotiations and broad labour relations;
- Coach and mentor staff as appropriate to improve performance; mobilize employees to achieve organization's potential and create strong employer brand;

#### Financial planning and management

- Work with Executive and the Board Finance committee to prepare a comprehensive annual budget and develop a business plan to carry out the Board's strategic plan;
- Fund Management; manage relationships with funding sources, prepare proposals and participate in fundraising activities as appropriate;
- Administer funds according to the approved budget and monitor monthly cash flow, revenues and expenditures providing the Board with comprehensive, regular reports;
- Ensure sound bookkeeping and accounting procedures, and approve expenditures within the authority delegated by the Board;
- Ensure compliance with all legislation covering taxation and withholding payments

#### **How to Apply:**

Please email your resume and cover letter to [resumes@salopekconsulting.com](mailto:resumes@salopekconsulting.com)

The Student Association of George Brown College invites and encourages applications from all qualified candidates including persons of Aboriginal ancestry, members of visible minority groups, persons with disabilities, women, and persons of any sexual orientation or gender identity.

We sincerely thank all candidates for their interest, however, only those selected for an interview will be contacted.