



Student Association of George Brown College

Job Title:	Building Services Support Staff	Job Category:	Support Staff
Location:	Casa Loma, St. James and Waterfront Campus	Travel Required:	Yes
Level/Salary Range:	\$15.00/hr (up to 20 hours per week)	Position Type:	Temporary-Part-Time
Reports to:		Start-End Date:	August 2019 – April 30, 2020
Will Train Applicant(s):	Yes	Posting Expires:	June 14, 2019: 11:59PM

How to Apply:

E-mail: humanresources@sagbc.ca

Attention: HR Department

Subject Line: <your name>: Building Services Support Staff Application

** Please attach your Cover Letter and Resume in a PDF version

Job Overview:

As Building Services Support staff, you will provide front-line services to students, college personnel and external guests calling and visiting our offices. As an ambassador for the association, on the phone and in person, you will provide superior customer service while responding to inquiries, greeting visitors, providing referrals, giving directions, answering questions and disseminating information. You will also provide administrative support to full-time staff by undertaking tasks such as typing, data entry, faxing, photocopying, assembling packages, placing and answering phone calls and taking appointments.

GENERAL RESPONSIBILITIES:

- Provide superior welcoming customer service in person and on the phone to all individuals who call or visit the Student Association spaces;
- Answer questions, assist with inquiries, provide services, take appointments, accurately refer individuals, trouble-shoot complex issues;
- Faxing, photocopying, typing, data entry, mail sorting, materials assembly, filing, information posting;
- Selling tickets and SA products
- Reconciling funds collected from sales
- Table and promote the Student Association services
- Support space activation set up and teardowns
- Maintain the office space in a tidy, organized and welcoming fashion
- Support the staff and executive by assisting with projects and tasks
- Maintain the filing system and office supplies in a tidy and organized fashion
- Cooperate and share information with other department staff to ensure consistency of service



Student Association of George Brown College

REQUIRED:

- Organized with excellent written and verbal communication skills;
- Proficiency in MS Word, Excel and Outlook;
- Comfortable working independently and in a team environment;
- You are a great people person who builds solid, cooperative relationships, and is comfortable with and versed in issues of diversity in the student population.
- Time and attention are constantly in demand, requiring patience, time management, planning and a friendly, professional attitude at all times.
- Open to all qualified applicants. Current full-time George Brown College student, enrolled in the 2019-2020 Academic year, and or recent Graduate/ Alumni of George Brown College (no more than 1 year) an asset.

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.