



Student Association of George Brown College

Job Title:	Student Academic Support Staff	Job Category:	Support Staff
Location:	Water Front, Casa Loma, St. James & Ryerson University Campus	Travel Required:	Yes
Level/Salary Range:	\$15.00/hr (maximum 20 hours per week)	Position Type:	Temporary-Part-Time
Reports to:	Academic Advocacy Coordinator	Start & End Date:	August 2019 – April 30, 2020
Will Train Applicant(s):	Yes	Posting Expires:	June 13, 2019: 11:59PM

How to Apply:

E-mail: humanresources@sagbc.ca

Attention: HR Department

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

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

Job Overview:

The primary purpose of this position is to assist students with their academic concerns and success, promote the Student Academic Support Program (SASP), guide students through the first stage academic appeals processes in place, and provide proper referrals to other SA/GBC services that support students.

GENERAL RESPONSIBILITIES:

- Promote the Student Academic Support Program to student body and GBC staff
- 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 their academic concerns and ways to address those concerns
- Assist students to comply with GBC policies those are related to their academic success
- Provide feedback to the SASP Coordinator concerning policies affecting students
- Plan and facilitate training, workshop, dialogue etc. for GBC students
- Engage with GBC students through outreach activities including tabling
- 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; you have experience in MS Office suite
- 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; you have problem-solving skills
- Excellent facilitation skills; you are comfortable to speak with students



YOU MIGHT ALSO HAVE:

- Experience/interest in working with students and/or other groups
- Demonstrated problem-solving and negotiation skills
- Excellent communication skills and computer literacy

REQUIRED:

- 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.