



**Student Association of George Brown College
SRCSS Job Description**

Job Title:	Student Representative Council Support Staff
Number of Positions:	2 Part Time (20 hours/week) – Student Staff
Rate of Compensation:	\$12.25 per hour
Position Type:	Temporary Support Staff
Supervisor / HR Contact:	Senior Coordinator, Equity and Advocacy & Vice President – Academic Issues
Work Location:	St. James Campus / Casa Loma Campus
Posting Expires:	September 15 th , 2010
Start Date:	September 22 nd , 2010
Email your resume to:	savpsj@georgebrown.ca Subject Line: <your name>: Student Representative Council Support Staff Attention: Daniel MacDonald

Student Association of George Brown College Student Representative Council Program Objectives:

- Develop a network of Student Representative Councils to allow the Student Association to build a relationship with the student body
- Provide a forum for student engagement around SA events and causes
- Create a line of communication between the Student Association and each George Brown College Student

Job Purpose and Description:

The role of the Student Representative Council Support Staff is to provide administrative and developmental support to the Student Association of George Brown College and the Vice President of Academic Issues in regards to the implementation of Student Representative Councils. The position will support the operations of Student Representative Councils through research, relationship building with college administration and faculty as well as logistical coordination of Student Representative Council meetings.

General Duties:

- Work with the Academic Issues committee to develop the frame work of the Student Representative Councils
- Meet with Educational Centre Deans, Program Chairs and Program Coordinators to discuss implantation



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of Student Representative Councils under the direction of the Academic Issues Committee and Vice President of Academic Issues

- Work with the Student Association Educational Centre Rep's to assist them with the coordination of the Student Representative Councils
- Coordinate Student Representative Council meetings with support and guidance from the Vice President of Academic Issues and each Student Association Educational Centre Rep
- Maintain the confidentiality of students and any other information regarding Student Association business
- Prepare documents and reports upon request
- Maintain a clean and tidy workplace
- May be responsible for faxing, photocopying, keyboarding, data-entry, mail-sorting, materials assembly, filing, etc.
- Performs other duties as assigned

Qualifications To Apply:

- The ability to multitask, adjust to different work environments
- General computer skills in Excel and Word
- An outgoing, positive and friendly personality
- The ability to work in a team environment, take initiative and work independently
- First-rate customer service skills and an ability to work with people
- Strong verbal and written communication skills
- Excellent organizational and problem solving skills
- Dependability, integrity and highly motivated to succeed
- Experience in high school student government is an asset
- Interest in students issues, civic engagement, public service and student government is 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.