



Student Association of George Brown College Employment Opportunity

Position Title: Interim Operations Manager –
Six Month Contract

Compensation: Based on \$68,500 per annum
prorated to 6 Month at 40 hours per week

Hours: Between 9:00am-5:00pm (Except as
directed)

Reports To: Acting General Manager

Start Date: ASAP

Application Deadline: September 25, 2019

Unionized/ Non-unionized: Non-unionized

Position Overview:

The Operations Manager is responsible for managing the day-to-day operations of the areas; Operations (Facilities, IT, Sales); Building Services (Safe Walk Services; Sponsorship, as well as departmental budget, finances and supervision of staff. Skills in team-leadership are essential to manage both full-time employees and part-time student staff. You must be able to motivate, energize and empower staff and students through a focused consultative process.

The position demands a strong work ethic, with an ability to balance a heavy workload with conflicting priorities and deadlines amidst constant interruptions and time demands. Being collaborative with tremendous flexibility and a capacity for change are essential.

The position requires a progressive-minded approach, with emphases on understanding diversity and issues of oppression, power, student rights and accessible education.

The position will ensure that events are held equitably at the main campuses and satellite campuses for all members as the Student Association operates on multiple campuses

General Responsibilities include, but are not limited to:

- **Departmental Oversight**
 - Oversee the facilities department and ensure the safety, cleanliness and general upkeep of the SA office facilities
 - Provide direction and support to the IT services, including phones, computers and personal electronic device
 - Ensure that program needs assessment with various target groups are conducted and appropriate programs and services are planned and implemented in response to the need
 - Oversee the capital project improvements and review process, contract tender and selection as required
 - Oversee tenants and lease agreements
 - Ensure the smooth and effective operation of all Student Association Building & associated Services
 - Oversee the Safe Walk program



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- ***Financial Management***
 - Negotiate and approve all SA vendor contracts
 - Develop annual budgetary projections for areas of responsibility
 - Track, monitor and report on actual revenues and expenditures for areas of responsibility
 - Ensure financial oversight for areas of responsibility including submissions of receipts, cheque requisitions and supporting documents

- ***Leadership and Management***
 - Assist with organizational planning and strategic development
 - Liaise with various departments, individuals and committees of George Brown College, as well as with external agencies
 - Attends and participates in all staff meetings and applicable Board of Directors, Executive and Committee meetings of the Association partnership
 - Participates in development
 - Ensure the orientation and training of new team members, including the development of an orientation package
 - Create a training and development model for staff and volunteers to ensure current skills and knowledge, related to the provision of orientation and retention services, are addressed
 - Mobilize employees to achieve organization's potential and create strong employer brand
 - Utilize effective leadership and supervisory skills to coach, mentor and develop staff and teams
 - Research, plan and implement project priorities

Nature and Scope of the Position:

- The position reports directly to the Executive Director. Independent and self-directed work is required, relying on current policies and procedures, past and current practices and a clear understanding of the mandate of the Student Association and this position
- This position interacts with a wide range of individuals, including College Management and Staff, Student Association students and staff, and the general student population. Often complex situations cause challenges in communication and difficulties in interactions, as a result, productive and professional relationships must be maintained in all circumstances
- The position has a wide range of responsibilities, creating multiple conflicting priorities and deadlines. The work environment is hectic, and the incumbent must be able to produce quality work under constant interruptions and time demands
- The Student Association operates on multiple campuses, creating unique challenges in communications and interactions with colleagues and supervised staff. The incumbent will be required to travel between campuses, and to operate at a satellite office on occasion
- The position carries a heavy workload throughout the year; however, there are specific periods, such as Fall Orientation, where the load increases further. During such periods, there is no downtime and additional working hours are usually required
- Other duties as required



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Qualifications:

- A post-secondary degree, diploma or equivalent is required
- At least 3-5 years' experience in a senior administrative position within a non-profit organization, preferably in a post-secondary environment overseeing staff, budgets and strategic planning
- Progressive supervisory experience required to manage both full time and part time staff, ensure adherence to Policies & Procedures, conduct performance evaluations and establish & implement best practices
- Financial management skills, with expertise in budget development and management
- A professional background in service and program administration, student advocacy and rights
- Excellent interpersonal skills with an ability to navigate complex situations and difficult interactions with grace, patience and professionalism
- Strong communication skills, including presentation and public speaking abilities
- Proficiency in computer use, including MS Word, Excel, Outlook, and PowerPoint with knowledge of social media
- An experienced leader, who fosters a productive team atmosphere, and also a disciplined independent worker who enjoys troubleshooting and problem solving
- Ability to build and maintain solid relationships with strategic partners and allies and stakeholders

Desired skills and attributes previous managers/direct reports can attest to:

- Professionalism, tact and maturity
- Honest and ethical - **uphold ethical standards as your own actions reflect them**
- Quick learner who pays attention to details
- Openness to diverse ideas, opinions, and feedback
- Skilled communicator who is adaptable and encourage an open door policy
- Excellent time management skills but will go above and beyond to get things done
- Supportive of management to achieve organizational/staff goals

Expected behaviours previous managers/direct reports can attest to:

- Excellent leader with superior interpersonal skills that motivate others and encourage knowledge sharing
- You never leave a teammate behind; you win or lose as a team and give credit when deserved
- You build a positive team spirit through empowerment, trust, and respect
- You do the right thing, even when it's the hard thing
- You have an open mind and encourage new ideas from all sources
- You never miss an opportunity to learn something new
- You are a catalyst for change in a proactive way
- You value integrity; you are a consensus builder who discourages drama
- You celebrate victories big and small



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How to Apply:

Interested and qualified applicants can submit their resume and cover letter in confidence to: humanresources@sagbc.ca Subject line: <your name>: Interim Operations Manager **by September 25, 2019 at 5pm.**

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.

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.