



Student Association of George Brown College

Position Title: Academic Coordinator
Position Type: Full-time permanent
Compensation: Starting wage \$44,000 annum
(union grid)

Reports to: Equity and Advocacy Manager

Unionized: OPSEU Local 557

About the Student Association

The Student Association at George Brown College is the official student union on campus representing full-time students.

Position Overview

The role of Coordinator promotes the Academic Support program in taking a student-centered approach that believes in empowering students to be their own best advocate; supporting students in their successful access to quality education and education rights.

The primary role is to support students with information, guidance, and representation to resolve academic issues and related academic barriers in the classroom and at the college.

The Coordinator assists students experiencing academic and/or administrative difficulties (e.g. educational complaints with the program, charges of misconduct, unfair grades, academic petitions and appeals, and connected issues of discrimination and oppression). This role serves as a liaison to the college and partners in education in representing or referring student cases or issues, and as advocate for student rights and accessible education. This role also includes looking beyond individual case work, to interpret larger academic and education trends, policy changes, government impact on education, and unmet needs. This occurs through a combination of research, reporting, policy recommendations, and long-term forecasting and planning.

Raising awareness of the program and emergent academic/education issues occurs through a combination of outreach, promotions, presentations, and programming development.

The Coordinator(s) maintain organizational standards and supervise program part-time staff within their portfolio; while collaborating across Student Association departments.

Work at multiple campus locations, and inter-campus and/or occasional off-site travel required.

**NOTE: While this posting overviews the role and core functions, the job description is under-review and subject to change.*

Duties & Responsibilities /Portfolio as Assigned (will include but not limited to):

GENERAL RESPONSIBILITIES

- Work cohesively with other Academic Coordinator(s) or equivalent
- Develop and implement the academic support program across campuses and online
- Familiar with, and adherence to, the Student Association (SA) and George Brown College (GBC) policies and procedures
- Knowledge of relevant academic supports, and related services and supports; including departmental policies and procedures at GBC



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STUDENT SUPPORTS & ADVOCACY

- Support students by listening
- Operate low-barrier in-take systems and program access points
- Refer students to additional resources (Student Association, SA legal, GBC, community) to help students navigate the issues they are experiencing

ACADEMIC RIGHTS & APPEALS

- Direct students to information regarding the appeals or complaints process; guide through policies, procedures, and practices that are appropriate to the situation
- Support students through discussing questions, complaint/appeal/equivalent options, advise, make inquiries or fact-find when appropriate
- Assist students to develop their skills with the preparation of forms and supporting documentations for appeal/equivalent processes
- Assist students in the negotiation of complaint resolution (e.g. timelines)
- Attend or arrange student attendance in academic related meetings as required
- Help maintain processes as ethical, and confidential
- Proactively monitor college policies and equivalent that impact students' rights
- Proactively liaise with college on complaint/appeal/equivalent report findings

EDUCATION ACTIVISM

- Knowledge of relevant legislations with strong familiarity of educational policies and the human rights code
- Familiar with the Canadian Federation of Students (CFS) campaigns and research; make relevant to GBC students, including working in alignment with Student Association education campaigns and departments (e.g. Community Care Centre)
- Liaise with GBC departments, other colleges and Universities, and external organizations (including the Canadian Federation of Students) as required
- Conduct organization directed research, including on timely and emergent academic and education issues (e.g. student placements)
- Conduct studies on overall academic policies across post-secondary institutions relevant to research focus
- Write academic annual report, incorporating findings and inputs as assigned
- Produce monthly reports and statistics to Manager
- Active and informed participation on academic and student related committees pertaining to student experiences, policies and college rules and regulations

EDUCATION CAMPAIGNS, OUTREACH & PROGRAMMING

- Source and confirm GBC academic significant dates, deadlines, schedules, actions; proposes communication plans to inform SA staff and students
- Conduct information sessions (in-person/online), design and deliver program presentations, and program promotions (e.g. tabling, classtalks)
- Propose and develop programming (e.g. workshops, advanced trainings, courses) that facilitate student self-advocacy and academic issues awareness
- Oversee documentation of campaigns and equity events through report writing, or other means such as testimonials, storytelling, archiving, debriefs, succession planning, etc.



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LEADERSHIP & ADMINISTRATION

- Serve as resource to Board members
- Coordination and supervision of program's part-time staff, and student placement or volunteers where applicable
- Oversee program's part-time staff in the successful performance of their job duties
- Daily supervision of part-time staff; including scheduling, training, performance evaluation and professional development of program's part-time staff as assigned
- Develop and implement a peer to peer support model for program and part-time staff
- Coordinate equity & advocacy based trainings for part-time staff and equivalent
- Develop and implement academic support training manuals and trainings for part-time staff and equivalent
- Support part-time staff with approved activities and projects
- Work across departments at the Student Association to inform and educate others on the academic support program and related GBC information (e.g. policy updates)
- Serves as academic and human rights resource and support person for staff, board, and partners, where applicable
- Grow Academic Support program profile and contacts with GBC staff (i.e. presentations)
- Other duties as assigned

Performance Measurables:

- Maintain exceptional time and attendance records, and regular hours of work
- Able to maintain and build strong collaborative relationships with SA staff and Board, GBC staff and students, and grow community education contacts and networks
- Create strong working relations with the college administration and GBC faculty
- Integration of peer supports; including referral/resources for students facing academic stress, or academic conflict/process after-care
- Reduce communication gaps between the SA and the college as it relates to institutional concerns over academic concerns
- Influence improvement of academic support services by GBC for students
- Effective communications with Manager on work planning
- Identify education and academic policy trends and needs
- Identification of systemic issues that affect student academic success on campus
- Submit accurate and relevant data, statistics, and reporting
- Ensure relevant policies and procedures are up-to-date and adherence
- Provides recommendations on SA and GBC academic related policies and procedures
- Strong communication and contribution; take trends, strategic plans, and other complex bodies of info, and distill into highly focused creative solutions that represent student's experiences; and win or secure results and impact
- Propose, design, deliver, and implement relevant skills-based and issue-based workshops and programming in-person and online
- Develop and implement academic workshops and educational resources
- Propose and contribute to program material development aligned with organizational goals (including adapting resources across different platforms, i.e. video)
- Academic Support program experienced as barrier-free, and judgement free by students



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Required Skills and Experience:

- Post-secondary degree, diploma or equivalent in a relevant discipline (e.g. education, social sciences, political science, social work)
- Experience with case management
- Policy literacy; experience writing, interpreting, analyzing policies
- Policy literacy; familiar with government policy language
- Direct experience organizing and or working with students
- Progressive experience as an administrator for advocacy or special interest groups
- Demonstrated understanding (academic study or lived experience) of systemic, historical, and everyday barriers that operate within academia and impact learning environments
- Demonstrated ability to propose, design, deliver, and implement workshops and programming in-person, online, and video
- Evidence of strong verbal and written communication skills
- Professional experience with email (outlook), MS Office, MS teams, Google-suite, Zoom
- Strong familiarity with computers, data collection, data entry, data analytics
- Demonstrated skills in conflict resolution, de-escalation, empathy
- Demonstrated conflict negotiation skills
- Certificate in conflict mediation or alternative dispute resolution (ADR) an asset
- Work experience in education sector an asset
- Demonstrated expertise working from a disability rights approach an asset
- Demonstrated expertise and commitment in working from a trans-positive, anti-racist, equity, and anti-oppression framework
- Experience in developing lobbying documents, policy briefs, position statements an asset
- Understanding of the student movement; experience with student unions

How to Apply:

Please email a cover letter and résumé to humanresources@sagbc.ca

Subject line: <your name>: [Academic Coordinator] by **Sunday June 27, 2021, 11:59PM**

We sincerely thank all candidates for their interest however, only those selected for an interview will be contacted. Virtual panel interviews tentatively scheduled for July 12.

Student Association Vision:

Students are empowered to influence a just world.

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 SA is committed to employment equity and encourages applications from historically underrepresented groups to apply.