



Student Association of George Brown College (External Posting)

Position Title: Academic Coordinator
Position Type: Full-time
Compensation: Starting Wage
\$46,500.00 (union grid)

Reports To: Manager, Equity & Advocacy
Unionized/ Non-unionized: OPSEU
Local 557
Deadline: April 2, 2023

Position Overview:

Your primary role will be to support students with advocacy needs and academic appeals as their representative and or liaison to the college across multiple campuses. As a progressive-minded individual, you value diversity and are educated in issues of student rights and accessible education.

General Responsibilities:

- Must be familiar with and adhere to the Student Association (SA) and college policies and procedures
- Develop and implement the advocacy program across campuses
- Knowledge of relevant legislations with strong familiarity of educational policies and the human rights code
- Support students by answering questions, listening and advising the students with regards to the academic support needs and appeal processes in conjunction with George Brown College policies
- Assist students with the preparation of forms and supporting documentations for the appeals process
- Provided information sessions and or conduct relevant workshops to education and inform students of their rights
- Responsible to students to keep the appeals process impartial, ethical, and confidential
- Provide advice and referrals to students regarding the academic issues and appeals processes and intersecting issues that may assist student success
- Attend advocacy and appeals meetings as required
- Be responsible for the maintenance of advocacy and appeals files, data tracking, data analysis and reporting
- Provide feedback to the academic and student related committees pertaining to student experiences, policies and the colleges rules and regulations
- Liaise with George Brown College (GBC) departments and partner organizations, such as the Canadian Federation of Students, as required
- Provide recommendations into SA and GBC academic related policies and procedures
- Support the SA staff teams by providing information on GBC academic schedules and actions
- Supervise and support part time support staff, student placement and or



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student volunteers

- Provide relevant support to board members in planning and execution of academic related projects and appeals-related campaigns
- Support the development of the academic advocacy annual report

Performance Measurables:

- Maintain exceptional attendance and regular hours of work
- Establish and maintain a positive, professional and interactive working relationship with the SA staff, student executives, GBC staff and board members
- Encourage adherence of SA policies & procedures to students and volunteers
- Sound knowledge of GBC student policies and procedures
- Create strong working relations with the college administration and external community partners
- Identification of systemic issues that affect student academic success on campus
- Support the outreach and promotion of advocacy program across campuses
- Improve level of advocacy services and presentation for the students of George Brown College within the college
- Reduce the existing communication gaps between the SA and the college as it relates to institutional concerns over academic appeals
- Ensure all relevant policies and procedures are up to date and are being adhered to by all staff and students
- Be readily available and supportive to all relevant SA board of directors committees as an effective resource person (attends meetings, provides accurate & relevant data)
- Work closely with all coordinators and board members throughout the year
- Attend board and sub-committee meetings as required to present formal and informal reports, advise, answer questions and receive organizational direction
- Other duties as assigned

Required Skills & Experience:

- Progressive experience as an administrator for advocacy or special interest groups
- A degree or diploma in a related field and/or relevant experience
- A minimum of 3 years' experience working directly with students using a case management approach
- Certificate in Conflict or alternative Dispute Resolution, considered an asset
- Demonstrated understanding of diversity and equity issues
- Excellent communication skills, both written and verbal



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- Strong problem solving and negotiation skills
- Strong computer program and data base skills
- An outgoing personality
- The ability to work effectively in a team environment
- The ability to take initiative and to work independently
- The ability to multitask
- Ability to work in multiple locations
- Criminal record check is necessary at the candidate's expense and copy provided upon start of position, or provide a copy of recent reference check (no more than 1yr)

How to Apply:

Please email a PDF version of your cover letter and résumé to [hiring@sagbc.ca](mailto: hiring@sagbc.ca)
Subject line: <your name>: Academic Coordinator **by April 2 2023,**
11:59PM.

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.

Please note during the posting of this position, applicants may be contacted to complete a pre-screen assessment questionnaire/ online video recording. A live interview is not guaranteed after completing this pre-screen assessment questionnaire/ online video recording. Applicants are advised to submit their resume and cover letter prior to the posting deadline and not wait until the end. Posting of this position will be until the deadline provided or until position is filled.

We sincerely thank all candidates for their interest however, only those selected for an interview will be contacted.

Student Association Vision:
Students are empowered to influence a just world.

Mission Statement:
We are committed to supporting each other and the Students of George Brown College in the struggle for students' 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.