



Student Association of George Brown College

Job Title:	Internal Admin Support Staff	Job Category:	Part-time, Support Staff
Department/ Program:	General, Internal	Reports to	Sr. Internal Coordinator
Location:	GBC Campuses: Casa Loma, St. James and Waterfront & remote work where applicable	Will Train Applicant(s):	Yes
Rate of Pay:	\$15.50/hr. (up to 20 hours per week)*	Position Type:	Part-Time Temporary Contract
Travel Required:	Yes	Start & End Date:	August 2023 - April 30, 2024
Number of Vacancies:	1	Posting Expires:	June 4, 2023 11:59PM *or until position is filled

How to Apply:

Submit **cover letter AND résumé to:** [hiring@sagbc.ca](mailto: hiring@sagbc.ca)

Subject Line: <your name>: Internal Admin Support Staff Application

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

About the Student Association & Its Program offerings

The Student Association is your student union representing the interests of all George Brown College students. The Student Association focuses on representation, advocacy, delivery of services and the operation of businesses to support its overall mandate.

We're here to be the bridge between the students at GBC and the college itself by listening to your concerns, advocating for students, and providing access to necessary services like Health Benefits, the Community Care Centre, and the Student Nutrition Access Program, events and recreation, clubs, academic support and legal services

Job Overview:

In order to provide services, the organization internally must be able to run smoothly and cooperate. The Internal Admin Support Staff will be required to perform an array of administrative duties supporting the General Administration and Internal Department. The successful individual will assist in organizing files/documents, researching and creating surveys, researching policies and guidelines, assist in the planning and facilities social activities and events, to name a few responsibilities, to help with the internal environment of the organization.

During the term of this position, the individual may develop or enhance their soft skills such as communication, adaptability, creativity, interpersonal skills, event planning, and time management.



GENERAL RESPONSIBILITIES:

- Provide administrative support where needed internally to the organization and departments.
- Promote opportunities and reminders to internal staff.
- Research a variety of trainings, HR models and systems and other methods of recruitment and training programs and systems
- Prepare RFP from findings and research
- Create internal surveys of staff feedbacks on topics such as post trainings and or events.
- Assist with data entry – compile, input, sort, filter.
- Assist with inventory controls.
- Assist with coordinating internal office activities.
- Support filing and archiving as required.
- Support promotion and student engagement activities, as assigned.
- Maintain a high level of confidentiality in all interactions.
- Maintain a professional image and demeanor with all employees, management, executives, and visitors always.
- Assist with planning and executing internal social events and activities.
- Other duties as assigned as required.

MUST HAVE:

- Proficient computer skills and experience with Microsoft Office (Excel, Word, PowerPoint, Forms, Planner)
- Familiarity working in fast-paced environments with dynamic teams.
- Superior time prioritization skills; can forward plan weeks and months in advance.
- Ability to follow instruction and protocols, attention to detail, deadlines, and accuracy of work.
- Ability to understand information from survey and compile a comprehensive report.
- Demonstrated prioritization skills; able to handle multiple tasks, stress, and problem-solving.
- An understanding of the Student Association and the importance of the student movement
- Effective and creative written and verbal communication skills and ideas; able to tailor information to different audiences.
- Ability to work with dynamic teams and independently with minimal supervision.
- Demonstrated professionalism; able to work with integrity and safeguard information against risk.
- Value equity, diversity, and inclusion
- A friendly, outgoing personality
- An understanding of the Student Association and the importance of the student movement.



YOU MIGHT ALSO HAVE:

- Experience in event planning (large or small), hospitality, or marketing.
- Experience running meetings or group facilitation.
- Experience in office administration or database skills.
- Interest or experience in policy and procedures.
- Comfort with crowds; you are energized by meeting new people and connecting with people.

REQUIRED:

- Full-time GBC students enrolled 2023-2024 prioritized, or GBC part-time and/or recent grads/alums.
- Availability
- Job offer/continued employment contingent on availability; Typical shifts occur Monday-Friday between 9am-6pm and may include SA planned events such as night events to cover and support
- HOW TO APPLY: Must submit cover letter AND résumé.

*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.*