



Student Association of George Brown College

Job Title:	Monitoring & Data Collection Assistant	Job Category:	Contract Support Staff
Department/Group:	Operations Department	Job Code/ Req#:	
Location:	Casa Loma & Online	Travel Required:	As Needed
Level/Salary Range:	21 hrs. to 23 hours maximum a week \$ 19.38per hour	Position Type:	Part-Time
HR Contact:	hiring@sagbc.ca	Start-End Date:	Contract position
Will Train Applicant(s):	Yes	Posting Expires:	Until position is filled

E-mail:
[hiring@sagbc.ca](mailto: hiring@sagbc.ca)
 Attention: HR Department
 Subject Line: <your name>: Monitoring & Data Collection Assistant

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 Description:
 The monitoring and Data Collection Assistant will work directly with the Operations Manager and will be responsible to create monitoring and data collection tools for the operations department programs as per directed by the operations manager. (events & recreation, Safewalk, Building Capital, SA connect & Communication) . The position will contribute to the development and daily management of existing program data systems in place, and facilitating the accurate collection of relevant data from the program activities to measure program progress and impact and to help in providing information to Program Management for decision-making and future programming improvements.

- General Responsibilities:**
- As per directed by the operations manager, assist in the preparation work for the program data collection activities. This includes: designing and testing surveys on the SAGBC data management system (Microsoft Share point) , support installing surveys on mobile data collection devices.
 - Update the SA program tracker based on program coordinators submitted activities and events.
 - Create Flows for SA program surveys and link it to the SA consolidated program offerings database.
 - With the operations manager guidance, support with preparing survey analysis reports on PPT format or other formats as directed by the operations manager for the collected surveys feedback, reflecting on the key findings from the program surveys
 - Assist the operations manager in programs tracking sheets and surveys data aggregation.
 - Assist the operations manager in compiling the indicators' disaggregated data as per the SA performance measurement framework.
 - Assist operations manager in preparing and collecting all program data needed for end of semester reporting and annual reporting.
 - Create and manage program tracking sheets to track program distributions and update this information on the program tracker sheet.
 - Work with events and recreation coordinator to ensure all students waivers are collected prior to their participation in SA events. When needed create the waivers forms and circulate to students to accept and submit. Support with reconciling students databases and confirm students submission of the waiver.

**Successful candidates will possess:**

- Education Background in business, economics, project management, statistics, or any related field.
- Commit to and support all efforts towards accountability, specifically to students and adhering to the code of ethics and policies of the SAGBC
- Shall be proficient in using Microsoft Excel in particular and have Experience with quantitative and qualitative data collection methods
- The candidate shall be capable of multi-tasking, excellent communication and coordination skills with strong personality,
- Must possess exceptional attention to detail and have the ability to identify and correct errors, inconsistencies, and inaccuracies in their work.
- The ideal candidate should have initiative, drive, and energy and will have the ability and curiosity to work comfortably and effectively with team members of varied work styles and cultures, follow procedures and meet deadlines with flexibility and creativity in planning and problem solving.
- Have a strong commitment to teamwork and accountability, thrive in evolving and challenging environments, and make effective written and verbal communication a priority.
- The ability to multi-task and accomplish many goals simultaneously, while under pressure
- Familiarity working in a fast-paced office environment and within a team setting
- Superior oral and written communication including experience in a customer-service capacity, preferably in a student environment.
- An understanding of the dynamics and diversity of an urban college environment
- Experience working within a students' union and familiarity with the Canadian students' movement is an asset

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 Student Association is an equal opportunity employer and welcomes candidates from among those groups of individuals that are traditionally underrepresented to apply.