



## Student Association of George Brown Part Time On-Campus Opportunities

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**Job Title:** Academic Student Support Staff

**Reports to:** Academic Coordinator

**Department/ Program:** Equity & Advocacy, Academic Support

**Job Type:** Part-time, Temporary Support Staff

**Location of Work:** GBP Campuses (Casa Loma, St. James, Toronto Metropolitan University, Waterfront Campus and all affiliated to GBP and Student Association), Remote work where applicable

**Will Train Applicant(s):** Yes

**Travel Required:** Yes

**Hours:** up to 20 hours per week

**Rate of Pay:** \$17.60 per hour (\$17.95 effective October 1, 2026)

**Position Type:** Part-Time Temporary Contract

**Start & End Date:** August 18, 2026 - April 28, 2027

**Number of Vacancies:** multiple positions available

**Posting Expires:** June 21, 2026 11:59PM \*or until position is filled

### How to Apply

1. Applicant must submit a PDF version of their cover letter AND résumé to [hiring@sagbc.ca](mailto: hiring@sagbc.ca) Subject Line: <your name>: Academic Support Staff Application
2. Complete the following SparkMeet video interview: <https://hire.li/vD0CFce92Lenf8Sk3Wlqy>

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### About the Student Association & Its Program offerings

The Student Association is your student union representing the interests of all George Brown Polytechnic 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 GBP and the institution itself by listening to your concerns, advocating for students, and providing access to necessary services like Health Benefits, the Community Care Hub, and the Student Nutrition Access Program, events and recreation, clubs, academic support, and legal services.

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### Job Overview

The Student Association represents 24,000+ GBP students, supporting students through shared struggles. The Student Association's Academic Support works with students to access quality education and education rights.

This role supports students facing academic issues (e.g. unfair grades), empowering students to be their own best advocate. This role includes listening and meeting with students, helping students name their issues and rights, helping students understand and navigate college policies, helping guide students through academic appeals and processes, and helping students with referrals to additional supports. This role empowers and supports students to resolve academic issues and related academic barriers in the classroom and at the college.



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Opportunity for those interested in any or all of the following:

- case management • policy literacy • advocacy & campaigns • research • presenting & promotions • education • referrals • outreach

Your experience is valuable. Students who have faced or resolved academic issues are encouraged to apply.

### **General Responsibilities:**

- One-on-one case management and case documentation.
- Promote the Academic Support program to George Brown Polytechnic students, staff, and faculty.
- Promote Student Association services that promote quality education and reduce barriers to education.
- Distribute service and issue-based awareness information to students (e.g., tabling, virtual tabling, leafleting, class talks, surveys, presentations, etc.).
- Help students understand GBP policies and procedures.
- Help students identify academic concerns and options to address or resolve academic concerns.
- Share input to Coordinator about GBP policies and procedures that impact students and student rights.
- Stay current on issues of education (trends), and contacts at the college or community services (referrals).
- Be the first contact of and respond to inquiries (i.e. hotline, phone, email, chat, in-person) as directed.
- Support in-person and online workshops and student support group logistics as directed.
- Meet with students through in-take and casework. Develop peer support skills.
- Assessment of student's needs and approaches to address academic concerns.
- Help plan, deliver, or facilitate trainings, workshops, panels, talks, and sessions for GBP audiences.
- Actively participate in training and learning opportunities (internal and external).
- Perform data entry and general admin tasks.
- Care and safeguard in-take, appointment bookings, and student information with ethics and privacy.
- Collaborate with CCC, Clubs, and other SA and GBP departments to support and deliver programs and events within the Community Hub spaces.
- Assist with Community Hub day-to-day operations such as inventory tracking, general upkeep, and overseeing the spaces across the campuses, etc.
- Other duties as assigned.

### **You Have:**

- Commitment to students and students' rights.
- Active listening skills, compassion, and empathy; ability to treat all with dignity.
- Critical thinking and conflict de-escalation skills.
- Problem-solving skills and basic negotiation skills.
- Ability to follow instructions and protocols; attention to detail and accuracy of work.
- Effective written and oral communication skills.



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- Effective notetaking and documentation skills.
- Proficiency in internet research and computer skills, including Microsoft Office Suite, Microsoft Teams, OneDrive, Zoom, Google suite, social media (Facebook, Instagram live, LinkedIn), phones, and email.
- Ability to work independently with minimal supervision but team-oriented.
- Willingness to learn and teach; you show patience and care with yourself and others.
- Reliability: you take your work seriously; you do your work with pride.
- Adaptability: able to navigate change, ambiguity, distractions, and stress.
- Ability to deliver information in ways that appeal and make sense to diverse students.
- Ability to assist with in-person and remote programming and outreach; contributes ideas and creativity.
- Growing confidence to present; you're willing to be where the people are (including on-screen/video) and willing to speak to classes and group audiences about the work.
- Value equity, diversity, and inclusion.
- An understanding of the Student Association and the importance of the student movement

### **You Might Also Have:**

- Previous experience (work/volunteer) with post-secondary students or within educational environments.
- Previous experience in roles handling intake, questions, appointments, and/or call/chat supports.
- Experience hosting or delivering presentations, training, webinars, info sessions, or online activities.
- Data analyzing and visualization is an asset.
- Knowledge in file automation is an asset.
- Interest in policy, policy literacy, and/or policy analysis.
- Interest or experience in research and/or report writing.
- Interest or experience advocating on issues of education, accessibility, and/or human rights and through campaign (i.e., activism and/or lobbying).
- Understanding or willingness to learn about academic barriers faced by different student demographics (e.g., students with disabilities, international students, racialized students, 2SLGBTQIA+ students, mature students).
- Interest in survey collection and/or program evaluation; goal-oriented.
- Peer support skills or understanding and appreciation of peer support.
- Excellent service skills, working with marginalized communities from an anti-racist/anti-oppressive lens.

### **Bonus:**

- Have previously attended informative workshop or participated in events hosted by Academic Support team at the Student Association

### **Required:**

- Full-time GBP students enrolled in 2026-2027 prioritized, or GBP part-time students and/or recent grads/alumni.
- Availability - You must be available for an organization wide full-day training on August 18th and 19th. Job offer/continued employment is contingent on availability.



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You must be available to work a minimum of 3-hour shifts. Typical shifts occur Monday through Friday, 9 am-5 pm.

**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 Polytechnic 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.