



Student Association of George Brown Part Time On-Campus Opportunities

Job Title: Building Support Staff
Reports to: Senior Coordinator, Building Facilities
Department/ Program: Operations, Building Capital
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: 1
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 hring@sagbc.ca Subject Line: <your name>: Building Support Staff Application
2. Complete the following SparkMeet video interview:
https://hire.li/ydUn_OcBDfasjiZpN8yX6

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.

Job Overview

The Building Support Staff will support the Senior Building Facilities Coordinator with managing the building capital and facility department procurement, assets management, support overseeing the health, safety and maintenance of all Student Association spaces. Support with managing and maintaining up to date SA vendors database and inventory. This position will require travel between all of the SA association locations.

General Responsibilities:

- Support the Sr. Coordinator in conducting monthly spaces environmental scanning and maintenance inspection, report recommended space maintenance and safety improvements and support with documenting these inspections and maintain archived file for that.



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- Support the Sr. Coordinator with department and projects procurement, review requisition orders for accuracy and verify that materials, equipment and stock are not available from current inventories.
- Assist with sourcing and obtaining price quotations from suppliers & contractors and assist with preparing quotation analysis and purchase orders
- As directed by the Sr. Coordinator coordinate with selected vendors/contractors.
- Follow up with contractors and suppliers on ongoing projects / purchase orders as per assigned by the Sr. coordinator.
- Contact suppliers to schedule deliveries and to resolve shortages, missed deliveries and other problems
- Assist the building coordinator on creating and maintaining up to date vendors, contractors and suppliers databases for all the SA key building and facility services.
- Update procurement tracking sheets and projects procurement masterplan.
- Prepare and maintain purchasing files, reports and price lists.
- Asset Management:
 - Monitor asset levels as materials, equipment, and stock are issued or transferred across SA locations, using the SA asset management system.
 - Register assets as they are received, ensuring proper documentation and integration into the system.
 - Prepare asset reports, documenting the quantity, type, and value of materials, equipment, and stock on hand through the SA asset system.
 - Conduct regular physical inventory checks to ensure accuracy and consistency with the system records.
 - Address inventory disposal requests promptly, ensure assets database are updated.
 - Other duties as assigned as required.

You Have:

- Education background in business management, engineering or building management or any other relevant fields.
- Understanding of key procurement principles and assets management procedures.
- Customer-service oriented, detail oriented and strong organizational skills
- Critical thinking, problem solving and negotiation skills
- Ability to prioritize and manage tasks in an efficient and timely manner
- Very Good oral and written communication skills
- Ability to effectively present information to an internal department and/or large groups of
 - employees
- Ability to work cooperatively as part of a team and independently, minimal supervision
- Capable of fulfilling the physical requirements of the job outlined.
- Proficient with Microsoft office and shall be proficient in using Microsoft Excel in particular
- Must be able to work in a diverse college community
- Demonstrated professionalism; able to work with integrity and safeguard information against risk
- Value equity, diversity, and inclusion



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You Might Also Have:

- Knowledge of Building Systems, Life Safety, and Emergency Procedures
- Ability to read and interpret mechanical/electrical/AutoCAD's blueprints is an asset.
- WHMIS and other relevant workplace certifications would be an asset

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. 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.