



Student Association of George Brown Part Time On-Campus Opportunities

Job Title: Internal Support Staff
Reports to: Senior Coordinator, Internal
Department/ Program: General Administration, Internal
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 15 hours per week
Rate of Pay: \$17.60 per hour (and as per ESA minimum wage)
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 [hiring@sagbc.ca](mailto: hiring@sagbc.ca) Subject Line: <your name>: Internal Support Staff Application
2. Complete the following SparkMeet video interview:
<https://hire.li/NHR9wTnduXcd3RpwL1lwV>

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

In order to provide services, the organization internally must be able to run smoothly and cooperate. The Internal 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, assist in researching and creating surveys, data entry and data analysis and reports 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 and reporting, adaptability, creativity, interpersonal skills, event planning, and time management.



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General Responsibilities:

- Provide administrative support where needed internally to the organization and departments.
- Create proposals, presentations and recommendations as directed.
- 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, research and surveys.
- Create and or compile internal surveys of staff feedbacks on topics such as post training and or events.
- Support the development of survey tools, distribution and analysis from data from surveys and prepare summary reports.
- Assist with administration data entry – compile, input, sort, filter. Utilize data systems to gather compile, input, sort, filter information
- Assist with inventory development and inventory controls.
- Assist with coordinating internal office activities.
- Support filing and archiving as required.
- Take and transcribe dictation notes and meeting minutes from time to time.
- 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, executing and post evaluation of internal social events and activities.
- Other duties as assigned as required.

You Have:

- Proficient computer skills and experience with Microsoft Office (Excel, Word, PowerPoint, Forms, Planner) & Google Drive (Forms)
- 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, protocols, attention to detail, deadlines, and accuracy of work.
- Ability to extract information from survey and compile a comprehensive report.
- Demonstrated prioritization skills; 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 - Comfort with crowds; you are energized by meeting new people and connecting with people.
- An understanding of the Student Association and the importance of the student movement.



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You Might Also Have:

- Experience in event planning (large or small), hospitality, and or marketing.
- Experience running meetings or group facilitation.
- Experience in office administration or database skills.
- Interest or experience in policy and procedures.

Required:

- Full-time GBP students enrolled in 2025-2026 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.