



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

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**Job Title:** SA Connect & Welcome 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:** 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 [hring@sagbc.ca](mailto:hring@sagbc.ca) Subject Line: <your name>: SA Connect and Welcome Support Staff Application
2. Complete the following SparkMeet video interview:  
[https://hire.li/3dJv2Zs\\_XdC9ecyU5Sowz](https://hire.li/3dJv2Zs_XdC9ecyU5Sowz)

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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

As the Student Association Connect & Welcome support staff, you will play a key role in promoting and raising awareness of the Student Association (SA) services on campus. You will provide front-line support to students, faculty, and external guests visiting or calling our office, offering exceptional customer service both in-person and over the phone. Your responsibilities will include greeting GBC community members, answering GBC community members inquiries, providing directions, making referrals, and disseminating information about SA programs and services.

In addition to these duties, you will assist in promoting the SA services across campus through tabling, engaging with students at large events, and helping with promotional



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activities to increase awareness of the various services and opportunities available to students. You will also support the promotion of the SA Board of Directors (BOD) election, helping to drive participation and engagement.

You will provide administrative support to full-time staff, including tasks such as data entry, typing, photocopying, assembling materials, managing phone calls, and scheduling appointments as directed. Your role will be central in connecting students with important campus resources and services while representing the SA with enthusiasm and professionalism.

### **General Responsibilities:**

- Deliver exceptional customer service both in person, over the phone, through live chat to GBC community members, including students, guests, and others visiting or individuals
- Assist in organizing the SA connect student engagement events and actively participate in these activities to connect with students and promote SA services.
- Promote SA services, events, program opportunities, BOD elections, through various outreach methods such as on-campus tabling, 1-1 conversations with students, class talks, etc.
- Engage with students by coordinating mobile promotions across campuses, supporting social media engagement, and marketing SA programs and events.
- Stay informed about SA services, opportunities, and events by regularly reviewing program FAQs, ensuring timely and accurate responses to student inquiries.
- Track students participate in SA Connect activities, completing daily tracking forms for those visiting your table.
- Assist with inquiries, answer questions, take appointments, and offer services, ensuring accurate referrals for students and other community members, and troubleshooting any issues.
- Perform administrative tasks including photocopying, typing, data entry, mail sorting, assembling materials, filing, and posting information.
- Support SA connect event setups and teardowns during space activations, ensuring that the space remains tidy and inviting.
- Assist staff with various projects and tasks, providing support wherever needed.
- Keep the filing system and office supplies well-organized for smooth day-to-day operations.
- Collaborate with other department staff, sharing information to ensure consistent service across teams.
- Assist with conducting SA Connect surveys as directed.
- Other duties as assigned as required.

### **You Have:**

- Organized with excellent written and verbal communication skills;
- Proficiency in MS Word, Excel and Outlook;
- Comfortable working independently and in a team environment;
- You are a great people person who builds solid, cooperative relationships, and is comfortable with and versed in issues of diversity in the student population.
- Time and attention are constantly in demand, requiring patience, time management, planning and a friendly, professional attitude at all times.



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### **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.