



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

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**Job Title:** Special Projects & Programs Support Staff

**Reports to:** Senior Coordinator, Collaborative Programs & Special Projects

**Department/ Program:** Operations, Special Projects & Programs

**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](mailto:hring@sagbc.ca) Subject Line: <your name>: Special Projects & Program Support Staff Application
2. Complete the following SparkMeet video interview:  
[https://hire.li/l8l8JKS6\\_J-7a9T2XtYWq](https://hire.li/l8l8JKS6_J-7a9T2XtYWq)

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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

This position supports the implementation of special projects, including Presto Load, the Tax Clinic, space vending, and other initiatives as assigned. The Support Staff will assist the Special Projects Senior Coordinator in project execution, projects promotions, student tracking, data collection and analysis, and program reporting. Additionally, the position will support the program promotions to students, student registration, communicate with selected students, and participate in SA promotion events to promote the available services and enhance student engagement and registration.



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### **General Responsibilities:**

- Assist with projects implementation, follow-up, outreach, promotion, and monitoring activities as directed by the supervisor.
- Report student feedback collected through emails, in-person inquiries, and MS Forms submissions.
- Respond to students' inquiries in a timely and professional manner, ensuring all concerns and questions are addressed.
- Manage on-campus promotions through tabling, participating in large events, and supporting program opportunity promotions. This includes distributing posters and flyers, creating and sharing engaging reels/videos for Presto registration and Tax Clinic bookings, and assisting with other effective promotional activities during each registration cycle
- Actively engage with students on campus to promote the program and increase awareness and support students' registration
- Conduct class talks to inform students about the project opportunities and encourage participation.
- Collect student testimonials and success stories to support monthly and final project reporting.
- Support the annual planning and implementation of the Tax Clinic, ensuring it is available for GBC students to register and participate at least one month in advance.
- Assist in organizing and facilitating training sessions for volunteers as directed by the supervisor
- Assist in scheduling volunteers for both in-person and remote Tax Clinic appointments as directed by the supervisor.
- Maintain clear and timely communication with volunteers and students regarding schedules and any necessary changes.
- Support logistical arrangements for the Tax Clinic to ensure a well-organized setup for students and volunteers.
- Track daily attendance of volunteers and students, maintaining an up-to-date master sheet for both.
- Assist in filing student tax returns when volunteer coverage is insufficient.
- Support with collecting students feedback through post-service surveys to gather student feedback on their experience with the different project's opportunities and services
- Assist in reviewing and updating the current vending database, fostering relationships with previous vendors and engaging new potential clients
- Other duties as assigned as required.

### **You Have:**

- Students or Alumni with Education Background in business, economics, project management, statistics, or any related field are preferable or any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.
- 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 and have Experience
- The candidate shall be capable of multi-tasking, have excellent communication, and coordination skills with a strong personality,



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- Must possess exceptional attention to detail and can 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
- The ability to apply excellent organizational and time management skills to meet deadlines.
- 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.
- The ability to be self-motivated, work independently and problem-solve

### **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.