Student Association of George Brown
Work Integrated Learning (WIL) Opportunity

Position Title	Student Development Apprentice – Work Integrated Learning (WIL) Placement Opportunity
Reports To	Designated Department Supervisor
Position Type	Work Integrated Learning (WIL) - Academic / Educational Student Placement
Placement Hours and Duration	To be determined in consultation with the student's educational institution and placement requirements
Locations	Student Association offices at Casa Loma, St. James and Waterfront campuses
Compensation	An honorarium will be provided for participation in the WIL placement. Details will be communicated to the successful candidate.
Application Deadline	Open until the placement is filled

About the Student Association
The Student Association (SA) is the student union representing George Brown Polytechnic students. We work to represent student interests, advocate for students' rights and provide services, programs and opportunities that support students throughout their academic experience. Our work spans a range of areas, including equity and advocacy, student nutrition and food security, community care and wellbeing, academic support, student engagement, events and other services and initiatives that respond to student needs. The SA is committed to creating a safe, accessible, inclusive and equitable environment where students can connect with resources, participate in their community and influence positive change.

Position Overview:
The Student Development Apprentice opportunity provides students with a Work Integrated Learning (WIL) experience, allowing them to connect their academic learning with practical exposure to the work of a student association and the delivery of student-centred programs, services and initiatives. Working under the guidance of a designated department supervisor, the placement student will have opportunities to observe departmental operations, participate in learning activities, contribute to defined projects and develop an understanding of how the SA engages with students and responds to their needs.

Depending on the student's academic program, WIL learning objectives, interests and placement requirements, learning experiences may involve student engagement, communications and outreach, program development, project coordination, research and administrative processes. An honorarium will be provided in recognition of the student's participation and contributions. The placement is intended to complement the student's academic learning through observation, guided participation, supervised project work and constructive feedback.

Work Integrated Learning (WIL) Opportunities and Areas of Exposure
The WIL placement student will have opportunities to learn about the work of the Student Association and participate in activities that support its programs and services. Depending

on the department's needs and the student's learning objectives areas of exposure may include:

- **Student Engagement and Community Building:** Learning how the SA connects with students, promotes its programs and services and encourages student participation.
- **Leadership, Civic Engagement, Organizing and Campaigns:** Gaining exposure to student union activities, student elections, the role of election board members, student representation and the planning and promotion of campaigns and initiatives that encourage student participation and engagement.
- **Program and Event Planning:** Gaining experience in the planning and coordination of programs, events, campaigns and departmental initiatives.
- **Outreach and Communications:** Assisting with the preparation of promotional materials and learning about different ways to share information and engage students.
- **Research and Resource Development:** Conducting research, gathering information and helping prepare resources related to student needs, services and emerging issues.
- **Organizational and Administrative Processes:** Becoming familiar with the administrative processes, documentation and coordination involved in supporting departmental activities.
- **Equity, Inclusion and Advocacy:** Learning about the SA's role in advancing student interests, promoting equity and supporting an inclusive and accessible campus environment.
- **Cross-Functional Collaboration:** Gaining exposure to the work of different SA departments and how they collaborate on programs, services and student initiatives.
- **Professional and Career Development:** Developing communication, organizational, teamwork and problem-solving skills through supervised activities, project work and feedback.

General Responsibilities

Under the direction and supervision of the designated department supervisor the WIL placement student may:

- Participate in orientation, training, meetings and learning activities to develop an understanding of the SA, its programs, policies and organizational practices.
- Observe and learn about the planning and delivery of student programs, services, events, campaigns and engagement initiatives.
- Contribute to clearly defined projects or assignments that align with the student's academic learning objectives and the host department's activities.
- Assist with the preparation of draft materials, presentations, promotional content or other project resources for staff review.
- Participate in supervised outreach and engagement activities to learn how the SA communicates with students and promotes awareness of its programs and services.
- Conduct assigned research or gather information to support project planning, resource development or an understanding of student needs.
- Participate in discussions and provide ideas, observations and feedback relevant to assigned learning projects.

- Become familiar with departmental documentation, planning processes and administrative tools through guided learning activities.
- Work collaboratively with the designated supervisor and relevant staff to complete agreed-upon learning assignments.
- Participate in regular check-ins, feedback sessions and reflection activities to assess learning progress and identify development opportunities.
- Complete other mutually agreed-upon supervised learning activities that align with the WIL placement's educational objectives.

Required Qualification and Attributes:

- An interest in student engagement, community development, public service, education, equity, advocacy, communications or a related area.
- A willingness to learn, ask questions, receive feedback and reflect on their experiences.
- Effective interpersonal and communication skills.
- Organization, attention to detail and a willingness to contribute to supervised projects.
- An ability to work respectfully and collaboratively with individuals from diverse backgrounds and experiences.
- An appreciation for equity, diversity, inclusion, accessibility and student-centred approaches.
- A commitment to respecting confidentiality, privacy, organizational policies and appropriate professional boundaries.
- An interest in understanding the role of a student association and the issues affecting post-secondary students.

How to Apply:
Interested applicants, please submit a PDF version of their cover letter AND résumé to: placement@sagbc.ca Subject line: <your name>: Student Development Apprentice

The Student Association of George Brown College invites and encourages applications from all qualified candidates including persons of Aboriginal ancestry, members of visible minority groups, persons with disabilities, women, and persons of any sexual orientation or gender identity.

We sincerely thank all candidates for their interest however, only those selected for an interview will be contacted. Interviews will take place during the time of posting until position is filled.

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 College 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.