

Hiring Students for Your GBC Department?

An 'On-Campus Employer' includes any GBC employee/department that hires actively enrolled full-time/part-time GBC students to fill departmental student employee support staff positions.

If you fall into this category, this guide was created for you!

Getting Started

The [Student Employment Guidelines](#), created by the Co-Curricular & Experiential Learning team, is a thorough best practices guide to hiring, onboarding, training and developing student staff. The guidelines include:

- contract length and remuneration standards
- work study program requirements
- tools and templates
- much more!

These guidelines are integrated with George Brown College's [Human Skills Framework](#), a three-cluster model of crucial skills identified by the college that students must develop to remain competitive as work and industry continue to evolve.

GBCareers

[GBCareers](#), GBC's student job portal, is self-serve system for posting on-campus jobs. The term 'On-Campus Job' refers to all student employment positions, regardless of whether the role itself takes place physically on campus or virtually.

If you're new to hiring students for your department (or new to that department), simply **contact Lacey Fontaine, On-Campus Employer and Career Services Coordinator at gbcareers.jobs@georgebrown.ca** to activate or update your recruitment account. Once your account has been set-up, follow the steps below to post your on-campus jobs.

Posting a Job is Easy!

1. Click on the **“Staff/Faculty”** tab at the top of the home screen; this will prompt you to log-in with your GBC Single-Sign-On credentials.
2. In the left-side dashboard, select **“Career Services”** to access the drop-down menu, then **“On-Campus Job Postings”**.
3. Next to the **“On-Campus Job Postings”** section, click the blue **“Post an Opportunity”** button.
4. Complete the employer information section. As you have already been added to your department, some of your details will be pre-populated.

Note: your contact information in the **“Employer Details”** section will not be visible to students in the live job posting, however you can add them in the **“Application Instructions”** section later if desired.

5. Complete the job posting form. Please be sure to indicate the **“Job Type”** (on-campus, remote, multiple locations), **“Campus Locations”**, and any eligibility restrictions (work study requirements for example) in the **“Qualifications”** section.
6. Select your **“Preferred Application Method”** under **“Application Information”**. Using the **“Through GBCareers”** option allows you to use the system as an applicant tracking tool to collect and sort applications, arrange interviews, and retain a legacy record of your recruitment activities.

If choosing another method for applicants to submit their documents, please provide detailed information in the **“Application Instructions”** text box.

7. Once you’ve completed all fields, select **“Submit for Approval”**; once approved, you’ll receive an email that your posting is live!

Your posting should be approved within 48hrs; however, there may be busy periods where this may not be possible. If your posting hasn’t gone live within 48hrs, **contact Lacey Fontaine, On-Campus Employer and Career Services Coordinator at gbcareers.jobs@georgebrown.ca**.
