

GBCAREERS - YOUR JOB POSTING SITE

Visit gbcareers.georgebrown.ca to view on-campus student jobs. Although many areas post on GBcareers, others may not and you will need to go to the individual area to inquire about whether or not they are hiring.

WHEN TO APPLY

You can apply all year long however recruitment peaks on campus tend to be before the start or end of a semester. For fall semester employment, some departments will hire at the end of the previous winter term (Jan-April). Network proactively with students who already work on campus as these students will have tips on who to approach and they will also know of upcoming opportunities.

PREPARE

- Beat the competition with a resume and cover letter tailored to the position you are applying for
- Prepare well in advance by anticipating questions you may be asked and practicing your answers
- Visit **Career Services** for help with your resume or cover letter or to arrange a mock interview to get some interviewing practice

COMMON AREAS OFFERING ON CAMPUS JOBS AT GEORGE BROWN COLLEGE:

Athletics	www.georgebrown.ca/athletics
Cafeteria and Tim Hortons	www.dineoncampus.ca/georgebrown
Campus Bookstores	http://gbcbookstore.bookware3000.ca
Career Services	gbcareers.georgebrown.ca www.georgebrown.ca/careerservices
Continuing Education	https://coned.georgebrown.ca
Faculty Departments	www.georgebrown.ca/centresandschools
Library Learning Commons	www.georgebrown.ca/lc
Open Access Computer Labs	www.georgebrown.ca/lc
International Centre	www.georgebrown.ca/international
Financial Aid	www.georgebrown.ca/financialaid
Finance Department	www.georgebrown.ca/about/administration/finance
Research Office	www.georgebrown.ca/research
Student Life	www.georgebrown.ca/studentlife
Student Service Centre	www.georgebrown.ca/current_students/contact_services_centres

TUTORING AND LEARNING CENTRE (TLC)

The TLC hires *Peer Tutors* in Math or English. www.georgebrown.ca/tlc/becoming-tutor

GBC STUDENT ASSOCIATION (SA)

The SA functions as the central student government and offers many jobs: www.studentassociation.ca

THE WORK STUDY PROGRAM

The Work Study Program allows students who are in receipt of government funding (OSAP) to work part-time. Students may earn up to \$50 per week or \$1,000 per semester, during the academic year without affecting their OSAP.

Work study students must be:

- Full-time students taking 60% of a course load
- In good standing with government loans and their academic performance
- Be able to work 5–15 hours per week



The College also runs a parallel Work Study Program funded by the Tuition Set Aside Fund for those who do not qualify for OSAP. The eligibility criteria is the same except that the student is not eligible for OSAP but still has financial need.

Work-study opportunities are limited and once filled; no more hiring takes place. The student application must be approved by George Brown's Financial Department, so apply in advance. A good time to start applying is late August or early September. Please note that *international students do not qualify for the work study program*. Visit the Student Service Centre at your campus for application forms or more information on the Work Study Program.

INTERNATIONAL STUDENTS

If you are a full-time international student with a valid Study Permit, you are able to work on campus without a work permit.

To work on campus as an international student, you must:

- Have a valid study permit which lists a condition that says you're allowed to work on- or off-campus, and,
- Be registered full-time in a certificate, diploma or degree granting program and,
- Have a valid Social Insurance Number (SIN)

For more info visit Working on-campus for George Brown College International Students, please visit the [Immigration, Refugees and Citizenship Canada \(IRCC\) website](#) or, contact the International Student Support Office at intlsupport@georgebrown.ca