Position Description

Position Title: Assistant to the President
Reports to: AMS President
Supervises: None
Employee Status: Term, Appointed
Recommended By: Commissioners Appointments Committee
Length of Term: January 12 2017- April 30 2017
Hours per week: 15-25
Compensation: Salaried based on $10.50 per hour Tier 2 Wages
Date: April 22, 2013

Position Purpose
The Assistant to the President of the AMS provides support services and assists the President as required.

Duties and Responsibilities
• Assist the President with day-to-day administrative duties
• Handle the President’s correspondence
• At the request of the President, take minutes of meetings attended by the President
• At the request of the President, attend meetings with or on behalf of the President, and provide support and feedback during and after such meetings
• Coordinate events and assist with projects and presentations for the President, including but not limited to liaising with supplier and making arrangements with outside and internal organizations
• Live the values and mission of the AMS daily
• Other duties as required

Qualifications and Experience
• Very organized, punctual, and detail-oriented
• Excellent written and communication skills
• Able to quickly adapt to new environments and problem solve
• Able to easily remember people, names and dates
• Trustworthy, with a proven track-record of confidentiality
• Comfortable with performing menial tasks or managing projects
• Experience as an assistant preferred but not required
• Must be a currently registered UBC student