



Job Description

Position title:	Executive Projects Assistant, Policy and Community Engagement
Reports to:	AMS President
Supervises:	None
Employee status:	Term, Appointed
Length of term:	May 1 2016 January 11 2017 – April 30 (1 year)
Hours per week:	15 20
Compensation:	Tier 2
Date revised:	January 2017

Position Purpose

Reporting to the President, the Executive Projects Assistant is responsible for the coordination of projects and events as well as other administrative duties as required for the Executive Committee.

Duties and Responsibilities

- Coordinate events and projects for the Executive Committee
- Provide a monthly written report to the President
- Administrative duties as required
- Works with the AMS mission statement and values to operate a successful department
- Other duties as required

Qualifications and Experience

- Must be a currently registered student at UBC Vancouver or one of its affiliated colleges
- Organized, punctual, and detail-oriented
- Experienced with large scale project management
- Proven track record of showing initiative
- Able to work both in a team and individually
- Experience leading a team on project development an asset