Position Description

Position Title: Associate Vice President External Affairs

Reports to: Vice-President External Affairs
Supervises: None
Employee Status: Term, Appointed
Hired by: Vice-President External Affairs
Length of Term: February 27th, 2014 to April 30th, 2015

Hours per week: 20 hours May 1st to July 6th, 30 hours July 7th to August 29th, 20 Hours August 30th to April 20th

Compensation: Salaried based on $11.55 per hour
Date: July 10, 2014

Position Purpose

The Associate Vice President, External, will act as advisor to the Vice President External and will assist them in carrying out political and administrative duties in directing projects such as the U-Pass, student advocacy at the municipal, Provincial and Federal levels of governments and other initiatives.

Duties and Responsibilities

- Sit on lobbying, liaising and public transit-related UBC and AMS committees and working groups at the request of the Vice-President External Affairs
- Report on issues relating to post-secondary education in BC, Canada, and other pertinent issues to the VP External and AMS Council
- Develop a strong grasp on issues such as the U-Pass, funding for post-secondary education, domestic and international student issues and liaise with the appropriate bodies on and off campus
- Help organize and direct special events, conferences, and long term projects such as the U-Pass, lobby days, a federal student union network, and improving a student advocacy group for BC students
- Work with AMS executives and outside student groups to develop the annual Student Union Development Summit
- Assist in scheduling, organizing, and planning meetings and other administrative duties as required
- Attend meetings on behalf of the VP External as required
- Live the mission and values of the AMS daily
- Other duties as required

Qualifications and Experience

- Must be currently registered UBC student
- Able to lead and manage volunteer and interns
- Confident public speaker
- Able to research and write high quality policy papers and briefing documents
- Experience in policy development and/or planning
- Experience in politics and government
- Strong organizational skills
- Professional conduct
- Strong interpersonal and communication skills
- Interest in pursuing initiatives and lobbying priorities of the current VP External
- Experience in event planning
- Flexibility to travel
- Creative abilities
- Knowledge of issues at UBC and post-secondary education is required

**Deadline for applications: Position already filled.**