



Job Description

Field Cod

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| Position title: | Assistant to the Vice-President Administration |
| Reports to: | Vice President, Administration |
| Supervises: | None |
| Employee status: | Term, Appointed |
| Length of term: | May 1 – April 30 (1 year) |
| Hours per week: | 105 |
| Compensation: | Tier 1 |
| Date revised: | |

Position Purpose

The Vice-President Administration portfolio has a broad set of responsibilities ranging from the administration of approximately ~~360-400~~ clubs, to the development and construction of the New SUB Project ~~costing \$103 million~~. The Assistant to the Vice-President Administration provides support services and assists the Vice-President, ~~SAC and the New SUB Project at the Vice-Presidents request~~, with the following duties and responsibilities.

Duties and Responsibilities

- Assist with day-to-day administrative duties
- Handle correspondence on behalf of the VP Administration
- Coordinate annual special events ~~organized or managed by SAC~~ such as Clubs Days, All President's Dinner, ~~SAC Wine and Cheese, Dean's Debate~~, and other club conferences and events
- Assist other ~~SAC~~ members of the VP Administration team with regular day-to-day duties
- Attend meetings, prepare presentations and research when directed to
- Prepare transition report for successor
- Works with the AMS mission statement and values to operate a successful department
- Other duties as required

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Qualifications and Experience

- Must be a currently registered student at UBC Vancouver or one of its affiliated colleges
- Trustworthy, with a proven track-record of confidentiality
- Strong organizational skills; detail-oriented
- Professional conduct
- Able to interact with those in authority, and easily remember people, names and dates
- Excellent interpersonal and communication skills
- Experience as an assistant preferred but not required
- Event planning experience an asset
- Able to think independently and collaboratively
- Strong problem solving skills
- Reliable