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-President’s 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

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