Position Description

Position Title: New SUB Community Engagement Coordinator
Reports to: Vice President Administration
Status: Term, Appointed
Length of Term: May 1, 2014 – April 30, 2015 (12 months)
Appointed by: New SUB Committee

Hours per week:
- 15 hours/week May 1 2014 - May 31 2014
- 35 hours/week June 1 2014 - August 31 2014,
- 15 hours/week September 1 - April 30 2015

Compensation: Salaried based on $11.25/hr (Tier 2)

Position Purpose
The New SUB Community Engagement Coordinator will assist the AMS Vice President Administration in coordinating the New SUB project with an emphasis on ensuring that the campus community is consulted and informed about the process.

Duties and Responsibilities
- Liaise with stakeholders including club representatives, AMS staff, UBC staff, architects and design team
- Initiate and see signoff processes through as required; compile final reports
- Develop plans for ongoing consultations with students and the campus community
- Coordinate consultation events and sessions and solicit involvement of interested students, faculty and staff with relevant expertise to contribute to the project through methods such as curriculum projects
- Publicize timelines, processes and highlights to ensure transparency using website and other media
- Attend New SUB meetings & take Minutes
- Attend office hours and maintain office organization
- Facilitate internal operations strategies for New SUB
- Live the mission and values of the AMS daily
- Other duties as required

Relevant Experience/Qualifications
- Must be a currently registered UBC student
- Knowledge of campus groups and students life is essential
- Experience in event planning is an asset
- Able to multi-task and manage several projects with widely different themes at the same time is essential
- Able to research and write high quality reports
- Strong organizational skills
- Professional conduct
- Strong interpersonal and communication skills
- Interest in construction, urban development, landscaping, architecture and green building an asset
- Leadership skills