



## Job Description

<b>Position title:</b>	<b>Associate Vice-President Administration</b>
<b>Reports to:</b>	Vice President, Administration
<b>Supervises:</b>	SAC Commissioners and Clubs Administrators
<b>Employee status:</b>	Term, Appointed
<b>Length of term:</b>	May 1 – April 30 (1 year)
<b>Hours per week:</b>	20-25
<b>Compensation:</b>	Tier 2
<b>Date revised:</b>	March 2016

## Position Purpose

The Student Administrative Commission (SAC) is responsible for managing AMS areas of the Nest, overseeing bookings in Nest, and is the official liaison between the AMS and AMS Clubs, Constituencies, and Resource Groups. The Associate Vice-President Administration will take on the role of SAC-Vice Chair and be responsible for coordinating the activities of the Commission as well as overseeing the implementation of its policies. Additionally, the individual will supervise the clubs team, assist with the new Student Life and Sustainability Centre, and conduct business on behalf of the Vice President Administration from time to time.

## Duties and Responsibilities

- Coordinate the activities of SAC
- Chair SAC meetings in the absence of the Vice-President
- Understand and update the SAC Policy Handbook
- Prepare meeting agendas in cooperation with the rest of the SAC team
- Handle correspondence for SAC
- Convene Grad Class Council
- Liaise with Finance Commission
- Mediate complaints from AMS Club members and SAC members as mandated by the AMS Discrimination and Harassment Policy
- Assist the Vice-President as required
- Assist students wishing to constitute new clubs
- Supervise and work with two SAC clubs administrators
- Attend weekly meetings and report on activities
- Prepare transition report for successor
- Spearhead organizing Clubs Days in conjunction with other members of SAC
- 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
- May not be an executive of an AMS club, constituency or resource group (AMS Council members may serve on SAC – Bylaw 7 Article 2 (a) (ii))
- Strong organizational skills; detail-oriented
- Professional conduct and leadership skills
- Strong interpersonal and communication skills
- Comfortable working within an anti-oppression framework to create a positive space for everyone
- Enthusiastic, adaptable, open-minded, and eager to get involved
- Comfortable working independently
- Knowledge of AMS or previous involvement in clubs or other on-campus initiatives is preferred
- Leadership skills