



Position Description

Position Title:	Clubs Resource and Sustainability Centre Assistant Coordinator
Reports to:	Clubs Resource and Sustainability Centre Coordinator
Status:	Term, Appointed
Length of Term:	August 15 – April 30, 2015 (9 months)
Appointed by:	Vice President Administration
Hours per week:	10
Compensation:	Salaried based on \$10.50/hr (Tier 1)

Position Purpose

The Clubs Resource and Sustainability Centre Assistant Coordinator assists the CRSC Coordinator with all duties, including management and scheduling of volunteers, correspondence and undertaking of independent projects.

Duties and Responsibilities

- Oversee the daily operations of the Clubs Resource and Sustainability Centre
- Liaise with stakeholders including club representatives, AMS Sustainability, SAC, AMS staff, UBC staff and CRSC Team
- Oversee duties of the Clubs Resource and Sustainability Centre Assistant Coordinator
- Gather statistics regarding utilization of the Service
- Prepare a series of reports including: monthly reports on usage of space
- Coordinate correspondence on behalf of the Clubs Resource and Sustainability Centre Coordinator
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- 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 and sustainability is essential
- Experience in administration is an asset
- Able to multi-task and manage several projects with widely different themes at the same time is essential
- Strong organizational skills
- Professional conduct
- Strong interpersonal and communication skills
- Interest in community development and supporting student groups an asset
- Leadership skills