



Job Description

Position title:	Student Life and Sustainability Centre Coordinator
Reports to:	Vice President Administration
Employee status:	Term, Appointed
Length of term:	May 1 – April 30 (1 year)
Hours per week:	15
Compensation:	Tier 2
Date revised:	March 2016

Position Purpose

The Student Life and Sustainability Centre (SLSC) Coordinator manages and oversees all aspects of the AMS Clubs Resource and Sustainability Centre – a service that provides resources and insight for AMS Clubs and student groups. The role will also be responsible for encouraging sustainable practices in student group operations and providing the relevant resources.

Duties and Responsibilities

- Oversee the daily operations of the SLSC
- Liaise with stakeholders including the SLSC team, club representatives, the Student Administrative Commission (SAC), AMS Sustainability, AMS staff, and UBC staff
- Hire, train, and schedule a team of volunteers to staff the SLSC front desk
- Further expand SLSC front desk training program
- Manage bookings in the SLSC space
- Create and put on a series of support workshops for student leaders on campus
- Develop a marketing strategy to enhance outreach for the SLSC
- Actively engage non-AMS organizations on and off UBC Vancouver Campus to develop mutually beneficial partnerships
- Record statistics regarding utilization of the SLSC
- Prepare a series of reports including monthly reports on usage of space
- 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
- Knowledge of campus groups and students life and sustainability is essential
- Able to multi-task and manage several projects with widely different themes at the same time is essential
- Interest in community development and supporting student groups is an asset
- Experience in event planning is an asset
- Professional conduct
- Strong organizational skills
- Strong interpersonal and communication skills
- Leadership skills