



Job Description

Position title:	External Affairs Research and U-Pass Coordinator
Reports to:	Vice President, External Affairs
Supervises:	None
Employee status:	Term, Appointed
Length of term:	1 year (May 1, 2015 – April 30, 2016)
Hours per week:	15
Compensation:	Tier 1
Date revised:	March 22, 2016

Position Purpose

The Transit and U-Pass Commissioner will assist the Vice President External Affairs with transit related research and lobbying efforts. The Commissioner will also assist with gauging student interest, concerns about the U-Pass, transit access, affordability, etc.

Duties and Responsibilities

- Assist with gauging student interest, concerns about U-Pass, affordability, etc.
- Oversee updates that need to be made to both the AMS website
- Assist VP External with research and lobbying efforts
 - i.e. create dedicated bus lanes, housing policy, etc
- Work with other external commissioners to coordinate U-PASS/transportation related events
- Attend U-Pass meetings with VP External, where necessary
- Work closely with the University and Government Relations Advisor
- Respond to all UPASS inquiries from students
- 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
- Understanding of TransLink and transit service organizations
- Friendly and attentive to detail
- Strong communication (written and verbal) skills
- Experience and understanding in transportation planning is
- Experience with issue-based advocacy organizations an asset
- Experience with policy research required
- Strong understanding of issues facing post-secondary students