



## Position Description

Position Title:	<b>Clubs Resource and Sustainability Centre Assistant Coordinator</b>
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
- 
- 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