



Position Description

Position Title:	Assistant to the President
Reports to:	AMS President
Supervises:	None
Employee Status:	Term, Appointed
Recommended By:	Commissioners Appointments Committee
Length of Term:	January 12 2017- April 30 2017
Hours per week:	45 25
Compensation:	Salaried based on \$10.50 per hour Tier 2 Wages
Date:	April 22, 2013

Position Purpose

The Assistant to the President of the AMS provides support services and assists the President as required.

Duties and Responsibilities

- Assist the President with day-to-day administrative duties
- Handle the President's correspondence
- At the request of the President, take minutes of meetings attended by the President
- At the request of the President, attend meetings with or on behalf of the President, and provide support and feedback during and after such meetings
- Coordinate events and assist with projects and presentations for the President, including but not limited to liaising with supplier and making arrangements with outside and internal organizations
- Live the values and mission of the AMS daily
- Other duties as required

Qualifications and Experience

- Very organized, punctual, and detail-oriented
- Excellent written and communication skills
- Able to quickly adapt to new environments and problem solve
- Able to easily remember people, names and dates
- Trustworthy, with a proven track-record of confidentiality
- Comfortable with performing menial tasks or managing projects
- Experience as an assistant preferred but not required
- Must be a currently registered UBC student