



Student Society
of UBC Vancouver

Special Initiatives Assistant

Position Title:	Special Initiatives Assistant
Reports To:	President
Employee Status:	Term, Appointed
Length of Term:	September 1, 2017 – April 30, 2018
Hours per week:	15
Salary:	Tier 1

Position Purpose

The Executive Projects Assistant, Special Initiatives, will be a temporary role for the 2017-2018 academic year. This role will focus on providing project and research support for a number of special initiatives the 2017-2018 AMS Executive have identified are important to further the Society's goals and mission. The projects include supporting the Sale of Hatch Art Planning and Execution (SHAPE) Ad Hoc Committee, providing consultation coordination with the AMS website refurbishment, and conducting research pertinent to the current AMS/GSS relationship.

Duties and Responsibilities

- Work with the President, VP Administration, and VP Finance on the following, related to the SHAPE Committee:
 - Provide administrative assistance to the SHAPE Ad Hoc Committee,
 - Execute action items as directed by the SHAPE Committee,
 - Form working relationships with the Hatch Art Gallery Staff, visual art professionals, and the Visual Art Students Association,
- Work with the President, VP External, and Student Services Manager on the following, related to the AMS Website refurbishment:
 - Assist the Communications Manager in internal and external consultation on the AMS Website refurbishment,
 - Coordinate other activities as required for the AMS Website refurbishment,
- Work with the President and VP Academic on the following, related to the AMS/GSS relationship and referendum:
 - Support the Steering Committee, and any other relevant Council designated bodies, in doing research that is relevant to the AMS/GSS relationship and referendum,
 - Form working relationships with the AMS Archivist, Managing Director, GSS Executive, and others as required,
- Report progress to AMS Council on a monthly basis,
- Work with the AMS mission statement and values to operate a successful department,
- If required: assist in the training of successor, consulting with other relevant groups, and
- Other duties as required.

Qualifications and Experience

- Must be a currently registered student at UBC Vancouver,
- Organized, punctual, persistent, and detail-oriented,
- Experienced with large scale project management,
- Proven track record of showing initiative,
- Experience leading a team on project development,
- Ability to work both independently and collaboratively,
- Strong sense of professionalism and commitment to thoroughness, and
- Research experience an asset.