



## Job Description

<b>Position title:</b>	<b>Clubs Administrator</b>
<b>Reports to:</b>	Associate Vice-President Administration
<b>Supervises:</b>	None
<b>Employee status:</b>	Term, Appointed
<b>Length of term:</b>	May 1 – April 30 (1 year)
<b>Hours per week:</b>	15
<b>Compensation:</b>	Tier 1
<b>Date revised:</b>	March 2016

## Position Purpose

The Student Administrative Commission (SAC) is responsible for managing the AMS areas of the Nest, regulating bookings in the Nest, managing the AMS Art Gallery, and is the official liaison between the AMS and AMS Clubs, Constituencies, and Resource Groups.

The Clubs Administrator is responsible for creating and implementing the policies of the Commission with respect to the AMS clubs structure. The individual is also responsible for updating and administering the records of the AMS clubs and acting as the main point of contact for clubs or individuals seeking to become a club.

## Duties and Responsibilities

- Assist and support Clubs with their internal operations
- Update and enforce bookings policies
- Work with external organizations relevant to clubs
- Assist and advise clubs with the booking procedure
- Allocate club offices and lockers
- Monitor use of offices and lockers and re-allocate when required
- Monitor publications in SUB and allocate and update labels of publication boxes and enforce poster policies within SUB
- Liaise with the AMS Archivist/Researcher in regards to club history and constitutions
- Oversee administrative needs as they arise, including club de-constitution, hard copy club files and organizing files, as well as maintaining the club constitution and club executive databases.
- Liaise with the Finance Commission regarding club records and accounts
- Implement SAC policies with respect to clubs and constituencies
- Assist the Vice-President and other commissioners with their duties as required
- Prepare a transition report for successor
- 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
- May not be an executive of an AMS club, constituency or resource group (AMS Council members may serve on SAC – Bylaw 7 Article 2 (a) (ii))
- Strong organizational skills; detail-oriented
- Professional conduct
- Strong interpersonal and communication skills
- Enthusiastic, open-minded, and eager to get involved.
- Problem solving skills