



Job Description

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| Position title: | SAC Administrative Commissioner |
| Reports to: | Vice-President, Administration |
| Supervises: | None |
| Employee status: | Term, Appointed |
| Length of term: | May 1 – April 30 (1 year) |
| Hours per week: | 10 |
| Compensation: | Tier 1 |
| Date revised: | March 2016 |

Position Purpose

The Student Administrative Commission (SAC) is responsible for managing AMS areas of the Nest, overseeing bookings in Nest, and is the official liaison between the AMS and AMS Clubs, Constituencies, and Resource Groups. The SAC Administrative Commissioner provides support and assistance to the Vice-President and the rest of SAC with the following duties and responsibilities.

Duties and Responsibilities

- Assist with the day-to-day administrative tasks of the office
- Handle correspondence on behalf of the SAC team
- Organize annual special events such as Clubs Days, All President's Dinner, SAC Wine and Cheese, and other club events
- Assist other SAC members with day-to-day tasks
- Attend meetings, prepare presentations, and investigate new processes to make the portfolio more efficient
- Draft policy changes and communication on behalf of SAC or the Vice-President
- Prepare transition report for successor
- Work 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
- Possess a high level of integrity, with a proven track-record of confidentiality
- Strong organizational skills; detail-oriented
- Professional conduct
- Excellent interpersonal and communication skills
- Previous customer service skills preferred
- Event planning experience an asset
- Able to think independently and collaboratively
- Strong problem solving skills
- Punctual & reliable