

<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 27 (1 year)
<b>Hours per week:</b>	20
<b>Compensation:</b>	Tier 1

### **Position Purpose**

The Operations Committee is responsible for managing the AMS Student Nest, regulating bookings, managing the Hatch Art Gallery and is the official liaison between the AMS and AMS Clubs, Constituencies, and Resource Groups.

The Clubs Administrator is responsible for implementing the policies of the Committee with respect to AMS clubs. They are also responsible for updating and administering the records of the Committee and act as the main point of contact for clubs or individuals seeking to become a club.

### **Duties and Responsibilities**

- Assist with Club activities
- Working with external organizations relevant to clubs
- Assist and advise clubs with booking requirements
- Allocate club offices and lockers
- Monitor use of offices and lockers and re-allocate when required
- Monitor publications in Nest and allocate and update labels of publication boxes and enforce poster policies within Nest
- 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 Operations Committee policies with respect to clubs and constituencies
- Assist the VP, Administration 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 Operations Committee – 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

**TO APPLY:**

Please submit a resumé and cover letter by clicking "Apply Now" below. Also, provide your interview availability at this link: <http://doodle.com/poll/7ri9s9f7b8p2eifk>

**Deadline:**

All shortlisted candidates must be available to meet for interviews between \_\_\_\_\_. Roles and responsibilities are subject to change pending Executive and Council approval.

Thank you for your interest at the AMS. Due to the large volume of resumes we receive at the AMS, we are only able to contact those we are interested in interviewing and cannot reply to email/phone/walk-in inquiries regarding application status.

The AMS is an equal opportunity employer.