



Position Description Funds and Grants Administrator

Position Title:	Funds and Grants Administrator
Reports to:	Associate Vice President of Finance
Supervises:	none
Length of Term:	June 1, 2015- April 30 2016
Hours a week:	5-10
Salary:	\$10.50 per hour

Position Overview

The office of the AMS Vice- President Finance is responsible for all financial matters of the organization, including all AMS clubs and constituencies. In addition, each year the AMS receives over 2,000 applications for student subsidies, fee opt-in/out and grants. The position of the Funds and Grants Administrator demands a detailed oriented individual with strong communication skills as the main duty is to input information into the system and communicate with applicants. A strong sense of confidentiality and determination is necessary for the position.

The Funds and Grants Administrator will act as coordinator of the administrative processes within the office of Vice- President of Finance. The person will be involved in processing the AMS funds and grants applications, subsidy allocation and fee opt-in/out procedures.

Duties and Responsibilities

- Accurately input information individual and club grants applications into the system
- Coordinate the process of fee subsidy and fee opt-in/out applications from students
- Maintain and update the database and information regarding fees, subsidies, grants and funds
- Research financial aid and provide information to individuals and clubs
- Manage financial applications from groups, clubs and individuals
- Maintain ongoing communication with the applicants
- Record minutes of Finance Commission meetings
- Perform other tasks and duties as assigned by the Vice- President of Finance or Associate Vice- President of Finance

Qualifications and Experience

- Strong writing skills
- Strong interpersonal and communication skills
- Strong organizational skills
- Accuracy and efficiency in data entry
- Proven track- record of confidentiality
- Strong attention to detail
- Proficiency in MS Office
- Experience and knowledge of the AMS financial systems and procedures is an asset
- Knowledge of issues at UBC is an asset
- Must be a UBC student