



## Job Description

<b>Position title:</b>	<b>Student Union Development Summit (SUDS) Coordinator</b>
<b>Reports to:</b>	Executive Committee
<b>Supervises:</b>	SUDS Conference volunteers
<b>Employee status:</b>	Term, Appointed
<b>Length of term:</b>	May – August (4 months)
<b>Hours per week:</b>	25 hours per week, as required
<b>Compensation:</b>	Tier 1
<b>Date revised:</b>	February 8, 2018

## Position Purpose

The Student Union Development Summit (SUDS) Coordinator will report to the President in planning of the conference. The SUDS Coordinator will plan all logistics for the conference and coordinate all people working on the project and delegate tasks as they sees fit. The incumbent will also act as a point person for delegates as questions arise before, during, and after the conference.

## Duties and Responsibilities

- Coordinate, attend and chair a SUDS Planning Committee meeting once a week
- Attend and participate in all SUDS Planning Committee meetings
- Collaborate with relevant Executives and SUDS Planning Committee members to create a timeline for SUDS
- Oversee events on the day of the SUDS
- Perform portfolio specific tasks
- Partner with Volunteer Coordinator to ensure supervision for volunteers
- Foster a strong team relationship which emphasizes teamwork and communication
- Build strategic relationships with various campus and community partners who support the Conference
- Work with Communications and the President to develop a creative marketing campaign using digital media, social media, and person-to-person interaction.
- 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
- Strong creative point of view
- Strong public relations, teamwork, and organization skills
- Ability to meet deadlines and work well under pressure
- Must be able to work flexibly, adapting to the different needs and limitations of each project
- Must proactively initiate cross-portfolio communication
- Ability to adapt designs to specific needs, limitations, contexts, formats, purposes and audiences
- Demonstrated examples of leadership skills, especially among peer group
- Strong interpersonal, organizational, and project management skills
- Demonstrated initiative; ability to recognize problems quickly and apply sound solutions
- Results-oriented and reliable
- Past experience or involvement in campus-related leadership initiatives an asset
- Strong strategic and critical thinking skills