



Position Description

Position Title:	Student Court Clerk
Reports to:	AMS Council
Supervises:	None
Employee Status:	Term, Appointed
Length of Term:	February 10 th , 2015 – April 30, 2015
Hours per week:	10
Compensation:	\$11.25/hour (Tier 2)

Position Purpose:

Reporting to the AMS Student Court, the Court Clerk is the administrative assistant assigned to support the work of Court Judges and the Court's overall function.

Duties and Responsibilities:

- Receive and appropriately direct applications from AMS members for hearings by the AMS Student Court
- Arrange and publicize hearings by the Court
- Record and publicize the Court's decisions
- Submit the records of the Court to the AMS Archives for safekeeping
- Provide administrative and case assistance to the Court Judges and Court Chief Justice
- Administrative duties as required
- Live the values and mission of the AMS daily
- Other duties as are assigned by Council or the Court from time to time.

Qualifications and Experience:

- Organized, punctual, and detail-oriented
- Experienced with large scale project management
- Proven track record of showing initiative
- Able to work both in a team and individually
- Experience leading a team on project development an asset
- Must not hold any other AMS position, and must not have held any other AMS position in the previous six months (except positions on the Court itself.)